



# HEADWATERS<sup>TM</sup>

FOUNDATION *for* JUSTICE

**Position Title:** Program Officer, Native Communities  
**Reports To:** Director of Programs & Grantmaking  
**Open Until:** Sunday, August 22, 2021  
**Salary Range:** \$64,426 to \$78,412

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that support organizations and groups on the front lines of social change. Each of our programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We fund a variety of groups, and we prioritize funding groups that are led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

## Position Overview

The Program Officer will play two main roles. First, evaluate, redesign and facilitate the Fund of the Sacred Circle, Headwaters' long-standing fund dedicated to supporting Native-led organizing. Second, the Program Officer will co-facilitate the Giving Project, Headwaters' community-led, cross-race, and cross-class fundraising and grantmaking program.

## Responsibilities

### *Fund of the Sacred Circle*

- Evaluate, redesign, and facilitate the Fund of the Sacred Circle, through a community-based process.

- Support community-led grantmaking process for the Fund of the Sacred Circle.
- Build relationships with Native-led movement organizations and community leaders in Minnesota, including but not limited to current and past grantees and volunteers.

#### *Giving Project*

- Co-facilitate the Giving Project program at Headwaters in partnership with Program Manager.
- Co-lead sessions of the Giving Project to support participants in raising funds for movements and making collective decisions as community grantmakers.
- Facilitate BIPOC caucus space for participants.
- Coach participants to meet personally defined fundraising goals.
- Participate in and contribute to the national Giving Project Network through meetings and retreats.

#### *Additional responsibilities*

- Actively contribute as a member of Headwaters' Program Team: collaborate with team members, participate in annual planning and goal setting.
- Participate meaningfully in Headwaters' organizational culture work.
- Co-facilitate new community led-grantmaking programs, as opportunities emerge.
- Additional duties as assigned.

#### **Ideal Candidate Qualifications**

- Be passionate about leadership development and dedicated to strengthening the growing ecosystem of Native-led movement organizations in Minnesota.
- Bring expertise in program development, coaching, and facilitation.
- Have a deep understanding of movement building, healing, and transformative justice, especially in, but not limited to, Native communities.
- Demonstrate a long-standing commitment to community organizing and Native sovereignty, indigeneity, and Native lifeways.
- Have strong, trusting relationships in the Native community in Minnesota.
- Demonstrated commitment to Headwaters' values.

#### **Skills and Experience Required**

- Demonstrated experience moving groups and individuals to act towards common goals.
- Successful track record of developing and starting new initiatives through community engagement; surfacing and incorporating wisdom, trends, and recommendations from community members.
- At least five years of experience in facilitating spaces with people from diverse backgrounds, with an anti-oppression focus.
- At least five years of grassroots organizing experience.
- Coaching individuals in setting and achieving self-identified goals.
- Excellent project management skills.
- Demonstrated commitment to personal integrity, striving for excellence, and collaborating with others to accomplish collective goals.

- Strong active listening skills.
- Self-motivated, effective problem-solver.

### **Skills and Experience Preferred**

- Experience (either paid or volunteer) in one-on-one fundraising from individuals, or prior participation in a Giving Project or Fund of the Sacred Circle.
- Familiarity with Zoom and comfortable leading others on digital platforms.

### **About Fund of the Sacred Circle**

Started in 1999, the Fund of the Sacred Circle supports Native-led organizations throughout Minnesota and Wisconsin that advance equity, justice, healing, and self-determination in their communities. The Fund is focused on, but not limited to language and cultural revitalization; land and environmental restoration; sovereignty and treaty rights; and self-determination and civil rights. Funding decisions are made by a committee of Native community members.

In addition to leading the Fund of the Sacred Circle, the Program Officer will cultivate, leverage, and integrate Indigenous leadership and wisdom to strengthen the Foundation's long-standing work within and alongside Native communities.

### **About the Giving Project**

Started in 2015, the Giving Project is a Headwaters program. It supports cross-class, multiracial cohorts of volunteers to develop a shared understanding of race, class, and power within society. Cohorts use these insights to make personally meaningful gifts to the project, raise money from their family and friends, and decide which organizations to invest in. Giving Project participants use a collective and democratic process to invest significant financial resources in grassroots organizations pursuing social justice in Minnesota.

Headwaters is part of a national learning community of social justice funds. Together the network is dedicated to strengthening the Giving Project model through collaboration, shared political education, and our commitments to Black liberation and Indigenous sovereignty. Over the last five years, Giving Projects across the country have moved \$5 million from over 6,000 donors to frontline movements for justice.

More information about the Giving Project at Headwaters can be found on our website [here](#). For more information about the model and our national collaboration, visit [www.givingprojects.org](http://www.givingprojects.org).

### **Salary and Benefits**

This full-time position is non-exempt with a salary range of \$64,426 to \$78,412. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

### **Environment**

Headwaters Foundation for Justice is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Central. Some evenings and weekends required.

**To Apply**

Attach your cover letter and resume in one PDF document to an email with “Program Officer” as the subject line. Send to Human Resources at [hr@headwatersfoundation.org](mailto:hr@headwatersfoundation.org). In your cover letter, please explain your interest and relevant experience in supporting the leadership of Native-led movements for change, and how your skills and commitments align with the position description.

The application deadline is Sunday, August 22, 2021. Applications will be reviewed on a rolling basis—applicants are encouraged to submit their materials as early as possible.