



<b>Position Title</b>	Associate Director of Programs and Grantmaking
<b>Reports To</b>	Director of Programs and Grantmaking
<b>Apply Through</b>	December 21, 2021
<b>Salary Range</b>	\$84,000 - \$103,500

### **About Headwaters Foundation for Justice (HFJ):**

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those 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 work that is 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:**

In alignment with HFJ's strategic plan, priorities, and values, the Associate Director of Programs and Grantmaking (AD) provides strategic support to the Director of Programs and Grantmaking (DPG) and leads the day-to-day operations of Program Team. This includes supervising Program Team members and leading evaluation efforts. The AD ensures that all work carried out by staff reflects Headwaters values and priorities; and is anchored in and responsive to movements for change.

### **Responsibilities:**

#### ***Program Team Management***

- Supports, supervises, and develops the leadership of Program Officers and Program Managers.
- Provides Program Team with a supportive day-to-day leadership presence, fostering effective communication and project coordination.

- Models and trains the HFJ Program Team to be a responsive, trust-based funder; including in its approach to grantee relationships.
- Promotes a culture that values learning, mission alignment, relationships, improvement, evaluation, and a commitment to quality.
- Serves as an advisor and co-strategist to the DPG in departmental planning, long-term planning, and building a collaborative culture within the Program Team.
- Ensures Program Team collaborates well across departments.

### ***Grantmaking Strategy, Leadership, and Evaluation***

- Co-leads and supports the Program Team to implement HFJ's Community-led Grantmaking and Support Beyond the Dollars strategies and goals.
- Leads Program Team grantmaking evaluation with a developmental approach.
- Develops and fosters people-and value-centered relationship management practices for grantees.
- Partners with DPG to continually evaluate and improve our grantmaking and programs internally.
- Serves as a program officer and relationship manager.
- Assists with the management of Program Team's external partnerships, including those held with funders, grantees and community partners.
- Stays abreast of and connected to movement trends, needs, and opportunities to ensure that HFJ's grantmaking and support beyond the dollars work is responsive to and anchored in movements.

### ***Organizational Leadership + Collaboration***

- Participates in and contribute to Directors Table.
- Serves as partner to DPG on budgeting and planning for the department.
- Collaborates across departments and contribute meaningfully to overall organization culture, strategy, and goals as a senior staff member.

### **Qualifications:**

- At least five years' worth of experience in a program management role with at least three years of experience in a relevant field.
- Minimum three years of supervision experience, including managing, leading, and supporting individuals and a team.
- Desire to co-create and further develop the specifics of this role in partnership with DPG.
- Extremely high attention to detail and strong organizational skills, including demonstrated strong project management skills.
- Strong interpersonal communication skills.
- Experience setting up internal systems and people-centered processes to ensure efficient program communication and management.
- Proven strategic and problem-solving skills in a multi-stakeholder environment.
- Understanding of community-centered, trust-based social justice philanthropy.
- Self-directed with sound professional judgment.
- Commitment to Headwaters' four core values.
- Proficiency with the project management applications we use like Asana and grantmaking systems like Blackbaud Grantmaking are preferred.

**To Apply:**

Attach your cover letter and resume in one PDF document to an email with “Associate Director of Programs and Grantmaking” as the subject line. Send this email to Human Resources at [hr@headwatersfoundation.org](mailto:hr@headwatersfoundation.org).

The application deadline is Tuesday, December 21, 2021. Applications will be reviewed on a rolling basis—we strongly encourage applicants to submit their materials as early as possible.