



HEADWATERSTM

FOUNDATION *for* JUSTICE

Position Title: Program Officer
Reports To: Director of Program & Grantmaking
Open: Until filled
Salary Range: \$66,000 to \$79,000

About Headwaters Foundation for Justice

Since 1984, the Headwaters Foundation has invested in grassroots organizing across Minnesota. We do this through grantmaking programs that support organizations and groups on the front lines of social change. Our programs: the Giving Projects, Black Seed Fund, and the Fund of the Sacred Circle invite people from the community to learn about and lead our grantmaking work. The Headwaters Foundation was founded on the belief 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 (PO) reports to the Director of Program and Grantmaking. The PO will play two main roles. First, design and facilitate a values-aligned new grant fund (name TBD) with the aim to develop, test and spread ideas that make our region better. Second, the PO will facilitate the selection of Bush Prize awarded organizations annually in close relationship with our funding partner, Bush Foundation.

Responsibilities

New fund (Name TBD)-50% of time (with more focus during design phase)

- Design, facilitate, and evaluate, a new funding program, through a community-based process.
- Recruit, train, and facilitate community decision-makers, in alignment with Headwaters community-led grantmaking processes. Conduct outreach to communities across Minnesota.
- Support applicants through the grant seeking and grant application process.
- Build relationships with nonprofit organizations and community leaders in Minnesota, including but not limited to current and past grantees and volunteers.

Bush Prize-30% of time

- Facilitate the Bush Prize program at Headwaters in partnership with Bush Foundation.
- Regularly meet and strategize with Bush Foundation and Bush Prize program partner organizations based in ND, SD, and Native Nations.
- Conduct outreach to communities across Minnesota.
- Facilitate community-led grantmaking process in alignment with Headwaters values.

Additional responsibilities -20% of time

- Actively contribute as a member of Headwaters' Program Team: collaborate with team members, participate in annual planning, and goal setting.
- Serve as Headwaters Program Team main contact for program inquiries.
- Participate meaningfully in Headwaters' organizational culture work.
- Collaborate with Program Team to disseminate funding programs
- 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 justice movement organizations in Minnesota.
- Bring expertise and demonstrated experience in program development, coaching, and facilitation.
- Have a deep understanding of movement building, healing, and transformative justice.
- Demonstrate a long-standing commitment to community organizing.
- Have strong, trusting relationships within the social sector in Minnesota.
- Willingness to be a productive member of a community of colleagues, and exercising comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse and cross-departmental teams on special projects.
- Demonstrated commitment to Headwaters' values.

Skills and Experience Required

- At least two years of program officer experience.
- At least five years of experience in facilitating spaces with people from diverse backgrounds, with an anti-oppression focus.
- Experience with philanthropy and partnering with institutional funders
- 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.
- 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.
- Familiarity with Zoom and comfortable leading others on digital platforms.

[About Headwaters Foundation for Justice's partnership with the Bush Foundation](#)

In 2022, Headwaters was selected by the Bush Foundation as a [Community Based Grant Partner](#). As part of this multi-year partnership, Headwaters will offer a new funding opportunity (name TBD) and the Bush Prize. The funding will inspire creative problem-solving; invest in organizations working to make the region more equitable; and support the visions and dreams that organizations have for themselves, their families, and their communities.

About the new fund

The PO will create a grant making program to distribute at least \$1.2M in grants to organizations. The program should embody Headwaters' values and reinforce organizations that develop, test, spread ideas that make the region better for everyone and inspire, equip, and connect leaders to more effectively lead change. Grant decisions will be made through community-based processes, with input from a diverse set of community stakeholders. The communities intended to benefit from the programs will have input in the grant selection process. The grant will prioritize organizations led by and for BIPOC and rural communities.

About Bush Prize

The Minnesota Bush Prize, a partnership of Headwaters Foundation for Justice and the Bush Foundation is a co-owned program. The Bush Prize will be granted to organizations based on community-based selection processes. Funding will support organizations that are admired and valued in their communities, and creatively solve problems. The Bush Prize is a general operating grant in the amount of 25% of the organization's expenses, up \$500,000. Organizations led by and for BIPOC and rural communities will be prioritized.

Current COVID-19 Circumstances

- Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:
- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.
- Currently, employees who have known exposure to COVID-19 are asked to work remotely for 10 days (the 1st day starting after the day of exposure).
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

Salary and Benefits

This full-time position is non-exempt with a salary range of \$66,000 to \$79,000. 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 Monday-Thursday 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.