



# HEADWATERS™

FOUNDATION *for* JUSTICE

**Position Title:** Program Officer, Black Movement Ecosystem  
**Reports To:** Director of Program and Grantmaking  
**Open Until:** Filled  
**Salary:** \$70,000-\$79,000

## 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 for the Black Movement Ecosystem will design and facilitate Headwaters' funding of the Black Movement Ecosystem in Minnesota. The Program Officer will also work with Headwaters' Giving Project program, our community-led, cross-race, and cross-class grantmaking program. In addition to leading the Fund, the Program Officer will cultivate, leverage, and integrate Black leadership and wisdom to strengthen the Foundation's long-standing work within our communities.

## **Responsibilities:**

### *Black Movement Ecosystem Funding –80%:*

- *Evaluate, design, and distribute funds to the Black Movement Ecosystem 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 Black-led movement organizations and community leaders in Minnesota, including but not limited to current and past grantees and volunteers.*
- *Support community-led grantmaking process across HFJ funds.*

### *Giving Project –10%:*

- *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 –10%:*

- *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 Black-led movement organizations in Minnesota.
- Bring expertise in program and organizational development, coaching, and facilitation.
- Have a deep understanding of movement building, healing, and transformative justice.
- Demonstrate a long-standing commitment to community organizing and Black liberation, specifically from Black, Queer, and feminist perspectives.
- Have strong, trusting relationships in the Black community in Minnesota.

## **Skills and Experience Required:**

- Coaching individuals in setting and achieving self-identified goals.

- Demonstrated experience moving groups and individuals to act towards common goals.
- Successful track record of developing and starting new initiatives.
- At least five years of experience in facilitating spaces with people from diverse backgrounds, preferably with an anti-oppression focus.
- At least five years of grassroots organizing experience.
- 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.

### **Black Movement Ecosystem:**

For several years, Black organizers across the country have sparked a creative and powerful movement that pursues our collective liberation. Their work seeks to end systemic oppression, lift up the intersectional lives of community members, and demand Black leadership be followed and prioritized. Black communities in the Twin Cities have expanded the political possibilities for our movements' work toward justice.

Since 2021, HFJ has supported Black-led organizations and invests in individual leaders through the Black Movement Ecosystem and partnership with the Black Seed Network. HFJ continues its support of Black movement for justice. The funds are used for base building, community healing, and self-determination.

### **Giving Project**

The Giving Project, a program of Headwaters, is a process through which a dedicated and diverse group of community grantmakers builds a shared analysis, raises money from their communities and makes grants to grassroots organizing groups through a collective and democratic process. Giving Project participants move significant financial resources to 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 over \$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).

**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 1<sup>st</sup> 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 \$70,000 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 "BME Program Officer" as the subject line. Send to Human Resources at [hiring@headwatersfoundation.org](mailto:hiring@headwatersfoundation.org).

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