



HEADWATERSTM

FOUNDATION *for* JUSTICE

Position Title: Director of Programs
Reports To*: Interim Executive Director
Open Through: September 28, 2023
Salary Range: \$95,000-\$103,500

About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves 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 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 Summary:

Headwaters Foundation for Justice (HFJ) is seeking a Director of Programs to provide strategic leadership, vision, and innovation to the program team and the Foundation. The Director leads and supports the program team and advances Headwaters' mission by overseeing grantmaking programs, support beyond the dollars, special initiatives, and fundraising aspects of the program team. The Director ensures programmatic work is aligned with Headwaters' values and priorities and is anchored and responsive to movements for change.

Responsibilities:

Program Team Management (50%)

- Collaborate with program staff to develop and direct Headwaters' programmatic and grantmaking strategies.

- Lead and support the program team to achieve strategic goals.
- Ensure successful implementation of HFJ's community-led grantmaking programs.
- Lead annual goal setting and budgeting process for the program team.
- Support, supervise, and develop the leadership of program staff including program officers, grants manager, and program coordinator/associate.
- Ensure strong program team cohesion, alignment, and culture of distributed leadership.
- Support program team in continuing to evolve programmatic curriculum, political education, volunteer training, and relationship management anchored in movement analysis and HFJ values.
- Ensure effective program team collaboration across the organization.
- Model and train the program team on being a responsive, trust-based funder including modeling open and honest approach to grantee relationships.

Grantmaking Strategy, Leadership and Evaluation (30%)

- Lead and support the program team to implement HFJ's community-led grantmaking and support beyond the dollars strategies and goals, in alignment with HFJ's strategic plan, priorities, and values.
- Connect to movement trends, needs, and opportunities to ensure that HFJ's grantmaking is responsive to and anchored in movements.
- Develop alignment between and among funding opportunities.
- Design and implement the grantmaking component of HFJ's Rapid Response Fund in partnership with program team and staff.
- Develop and ensure implementation of HFJ's support beyond the dollars activities.
- Ensure people-centered and value-centered relationship management for grantees.
- Serve as the key relationship manager for strategic grantee partnerships (special projects or one-off opportunities).
- Partner with staff to continually evaluate and improve our grantmaking and programs.

Philanthropic Organizing (10%)

- Represent Headwaters' values, perspectives, and best practices in the philanthropic sector.
- Connect grantees with potential funders, as able.
- Provide programmatic leadership relating to strategy, program priorities, use of funding, and development of new funds, if needed, as Headwaters pursues and secures institutional partnerships and/or special initiatives.

Organizational Leadership (10%)

- Contribute to the development and execution of Headwaters' strategic goals and objectives as developed and approved by the board of directors and all staff.
- Maintain continuous lines of communication with staff and board.
- Represent the organization externally and internally, as necessary, particularly with vendors and contract negotiations.
- Serve as active supervisory leaders at Headwaters, working with other staff to implement the strategic plan, co-create and strengthen our organizational culture, and address management issues.
- Collaborate across departments and contribute meaningfully to overall organization culture, strategy, and goals as a staff member.

Ideal qualifications

- At least 5 years of experience in a program management role with at least 3+ years of experience in a relevant field.
- At least 3 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 the executive director.
- Extremely high attention to detail and strong organizational skills, including demonstrated strong project management skills.
- Experience setting up internal systems and people-centered processes to ensure efficient communication and management.
- Proven strategic and collaborative problem-solving skills in a multi-stakeholder environment.
- Understanding of community-centered, trust-based social justice philanthropy.
- Proficiency with project management applications (Asana) and grant making systems (Blackbaud Grantmaking) preferred.

A successful candidate will:

- Prioritize values-driven programmatic strategy and grantmaking.
- Implement participatory processes, including consultation with staff and board as decisions are made.
- Value transparency, communication, and have a teaching mindset.
- Have an appetite for change and ambiguity, as the organization is undergoing meaningful and intentional transitions.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and equity.
- Mentor and develop staff using a supportive and collaborative approach.

Shared Expectations

- A commitment to Headwaters' mission, values, and guiding principles.
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, age, and ability.
- Ability to work as part of cross-departmental teams on special projects.

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.
- Employees are required to be fully vaccinated against COVID-19. You are considered fully vaccinated and up to date when you have completed a COVID-19 vaccine primary series **and** have received either the Moderna or Pfizer bivalent booster dose.
- HFJ enforces a masking policy in the office requiring all employees and guests to wear masks.
- Employees who have known exposure to COVID-19 are asked to work remotely following CDC guidelines.
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

Salary and Benefits

Salary range \$95,000-\$103,500. 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

HFJ 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. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends required.

To Apply

Attach your cover letter and resume as one PDFs in an email with "Director of Programs" as the subject line to Human Resources at [hiring@headwatersfoundation.org](mailto: hiring@headwatersfoundation.org).