



Position Title: Program Coordinator
Openings: 2
Reports To: Each Program Coordinator will report to a Program Officer
Open Through: March 24, 2024
Salary: \$63,000

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 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 two Program Coordinators to provide essential administrative and project management support to HFJ's Program Team. Program Coordinators are connectors to and among all aspects of the Program Team, aiding in team cohesion and collaboration. In a typical year, this team supports community-led grantmaking through 4 unique funds; recruits and supports multiple committees of community volunteers; plans and hosts events; and collaborates across HFJ departments to support and amplify the work of our grantee partners.

Responsibilities:*Community-Led Grantmaking Support (45%)*

- Manage scheduling and project management logistics for grantmaking timelines and processes in collaboration with Program Officers and Grants Manager.
- Support our community-led grantmaking committees through materials preparation, clear and timely communications, addressing access needs, providing technical assistance, coordinating site visits, data keeping, etc.
- Provide pre- and in-meeting support such as room set-up, meal coordination, note-taking, technical assistance, co-facilitating group processes, etc.
- Support program evaluation processes by collecting and compiling information from community grantmakers and grantee partners in collaboration with Program Officers.
- Build relationships and familiarity with grantee partners and potential grantee partners in the movement ecosystem.
- Learn and demonstrate HFJ's values and commitments through the administration and support of our community-led grantmaking funds.

Meeting and Event Coordination (30%)

- Lead planning and logistics for various meetings and events including scheduling, venue and vendor selection, communications, registration, attendance tracking, etc., in partnership with colleagues.
- Practice radical hospitality for all meetings and events, ensuring gatherings are inclusive, accessible, and well-organized.
- Serve as point person for day-of event logistics and coordination.

Program Team Coordination and Communications (25%)

- Internal team specialist on Blackbaud's Raiser's Edge database, with a primary focus on constituent and event management, data input, and communications.
- Plan, create, and distribute monthly Grantee E-Newsletter.
- Internal lead for department calendar and email account management.
- Collaborate with Communications team to provide accurate and timely information about grants and grantee partners for HFJ website, narrative projects, organizational E-News, and social media.

Ideal Qualifications:

- At least 3 years of demonstrated project management experience.
- Experience and skill managing multiple high-priority projects at once.
- Strong organizational skills and attention to detail.
- Excellent intercultural competency and customer service.
- Strong written and verbal communication skills (in person, via e-mail, through telephone, etc.) and ability to compose thoughtful and accessible correspondence.
- High proficiency in Microsoft Office applications, Google Workspace applications, and Zoom.
- Familiarity with Asana project management, Blackbaud Raiser's Edge NXT, and Blackbaud Grantmaking software.
- Ability to handle confidential information with complete discretion.

- Experience organizing and hosting in-person, virtual, and hybrid meetings and events.
- Group facilitation experience.
- Knowledge of social justice philanthropy and/or community-led grantmaking.

A Successful Candidate Will:

- Be familiar with and/or rooted in the local movement ecosystem.
- Approach their work with thoughtful curiosity, care, and personal integrity.
- See the big picture and overall vision of a project while maintaining focus on details and execution.
- Apply a values-driven approach to new work or challenges.
- Have a commitment to continuous, people-centered process improvement.
- Be keen on collaborating with others to accomplish collective goals.

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 vaccinated against COVID-19.
- HFJ currently 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.

Salary and Benefits

Salary is \$63,000. 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

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 PDF in an email with "Program Coordinator" as the subject line to Human Resources at hiring@headwatersfoundation.org. In your cover letter, please share why you are interested in this position and how you are aligned with Headwaters' values.

We recognize that candidates may not have every qualification listed; we encourage you to apply anyway. Headwaters is committed to the growth of all staff and will provide training and ongoing professional development for all staff.