

POSITION ANNOUNCEMENT: SENIOR PROGRAM OFFICER

CLOSING DATE: JUNE 15, 2017

Location: Oakland, California Status:

Full-Time, Exempt

About the East Bay Community Foundation:

The East Bay Community Foundation mobilizes financial assets and community leadership to transform the lives of people in the East Bay with pressing needs. This means bringing together the financial resources and leadership capabilities of the Foundation's charitable-fund holders with those of government, business, private foundations, and non-profit service providers in coordinated, grant-making efforts to positively affect change. Since our founding in 1928, over 430 funds and endowments have been established at EBCF. In 2016, in partnership with our donors, EBCF granted more than \$84 million to nonprofit organizations and has charitable assets under management of nearly \$350 million.

About the Position:

Reporting to the Vice President of Community Investment and Partnership, EBCF seeks a thoughtful, engaged, community oriented Senior Program Officer to help shape and drive the Foundation's grant-making strategies for A Just East Bay. The Senior Program Officers should have experience and knowledge in civic engagement, both electoral and community organizing, and will offer this insight to support EBCF's vision of and grant-making for A Just East Bay.

Strong candidates will be passionate about an "eco-system" approach to grant-making, where the whole is greater than the sum of its parts, operate with a 'grantee-in-the-drivers-seat- orientation, and have a familiarity with and demonstrated commitment to social justice concepts and frameworks such as racial equity, gender analysis, economic justice, structural racism. The capacities of adaptive and facilitative leadership – and the ability to work amongst multiple communities and partners across sector – are highly desirable.

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We need a leader who will:

- Work collaboratively with other team members to develop, define and implement program and leadership strategies towards EBCF's vision of A Just East Bay.
- Develop grant-making strategies in a team-oriented context, with a 'grantee-in-the-driver's-seat' orientation, and that supports an 'eco-system' of work where the whole is greater than the sum of its parts.
- Manage, monitor and coordinate a grants portfolio, including: grant planning, identifying and working with prospective grantees, undertaking periodic reviews of progress with grantees; and reviewing financial and narrative reports.
- Support donor engagement and grant-making strategies by developing opportunities for education, recommending grants and monitoring grant implementation.
- Continually scan and update an analysis of the private, public and nonprofit sectors in Alameda and/or Contra Costa Counties, sharing key findings and lessons among colleagues.
- Engage with grantees and other key stakeholders to review opportunities and challenges, and to encourage collaboration, learning, exchange and strategic partnerships.
- Represent the Foundation and its work to government, business, philanthropic and community leaders through oral and written presentations, reports, etc.
- Perform other duties, as assigned.

You are a leader with:

- Deep knowledge and understanding of social justice and civic engagement strategies. At least 5-7 years leading in these or related fields.
- Experience in grant-making and/or philanthropic/community initiative collaborations preferred.
- Excellent judgement in communicating and representing the Foundation in a variety of diverse settings.
- A strong base of experience and relationships in the East Bay or Bay Area region.

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- A demonstrated commitment to and familiarity with social justice concepts and frameworks such as racial equity, gender analysis, economic justice, structural bias.
- Strong interpersonal skills and with demonstrated ability to build relationships among diverse individuals, organizations and communities.
- Excellent writing and editing skills, including the ability to communicate effectively with stakeholders from a range of backgrounds, experience and education.
- Comfort with taking risks and recognizing and learning from failures.
- Ability to thrive in a fast-paced environment.
- Demonstrated humility, flexibility, and initiative; a sense of humor and excitement for the work.

APPLICATION INSTRUCTIONS:

To apply, e-mail a cover letter and resume to: jobs@eastbaycf.org

- E-mail applications are required – Use the Subject Line: Senior Program Officer
- Documents should be Microsoft Word or PDF files only (PDF files are preferred)
- Resume review will begin June 15, 2017.

The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law.

The East Bay Community Foundation is an employment-at-will company.