

Senior Program Officer

Department: Community Investment and Partnerships

Reports to: Vice President of Community Investment and Partnerships

Hours and Location: Full time, exempt. Initially working remotely due to COVID-19, but when the office reopens, this position will be based in our Downtown Oakland office.

Starting Salary: \$100,000 - \$105,000

Application Deadline: November 30, 2020

Ideal Start Date: January 2021

About East Bay Community Foundation

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay, where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all. Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit ebcf.org

About the Community Investment and Partnerships Team

The Community Investment and Partnerships (CIP) Team leads the Foundation's programmatic and grant-making efforts toward achieving A Just East Bay. Over the last three years, the CIP Team has developed and implemented a programmatic approach that prioritizes BIPOC-led and BIPOC-serving organizations and centers four core strategies: 1) community organizing, power building, and movement building; 2) capacity building; 3) fostering new economic models; and 4) arts and culture for social and racial justice. The CIP Team collaborates closely across programmatic strategies, as well as with our colleagues in Development, Communications, and Finance to advance the organizational vision of a Just East Bay.

About the Position

EBCF seeks a thoughtful, collaborative, community-oriented Senior Program Officer to lead the Foundation's grant-making and programmatic strategies focused on community organizing, power building, and movement building. The Senior Program Officer will be curious about and willing to support their colleagues across other core programmatic strategies including: capacity building, fostering new economic models, and arts and culture for social and racial justice.

Strong candidates will have experience in community organizing and civic engagement strategies and networks, particularly those led by and rooted in Black, Indigenous, Latinx, AAPI, and SSWANA communities in Alameda and Contra Costa counties. Candidates will be familiar with and committed to Trust-Based philanthropy values and practices. Candidates will have a deep understanding of racial, economic, and social justice, and their intersections and applications.

We seek a leader who will:

- Build trust and work collaboratively with Team members to implement and refine program and grant-making strategies towards EBCF's vision of A Just East Bay
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- Lead the grant-making and programmatic approach focused on community organizing, power building, and movement building
- Partner with VP of CIP to support and carry out direct and grassroots lobbying, particularly related to community-driven policy and electoral campaigns
- Manage, monitor, and coordinate a grants portfolio, including: grant planning, identifying and working with prospective grantees, carrying out an application process, undertaking periodic reviews of progress with grantees; and reviewing financial and narrative reports.
- Build and sustain relationships with grantee partners using Trust-Based Philanthropy principles and practices; develop creative and respectful ways to partner with grantees to inform EBCF strategies and learning goals
- Communicate effectively, intuitively, and passionately with multiple audiences about community organizing, power building, and movement building as a core EBCF program strategy; aggregate, communicate, and amplify stories of community organizing and social movements
- Fundraise to augment and leverage the Foundation's discretionary resources through partnerships with donors, philanthropic allies, and corporate partners
- Approach your role with an organizing mindset, raising and directing financial and community resources in alignment with organizing and movement partners
- Support donor engagement and donor organizing by building relationships with donors, developing opportunities for political education, recommending grantee partners, and supporting the EBCF Donor Leader cohort in partnership with the Development department
- Continually scan and update an analysis of the private, public and nonprofit sectors in Alameda and Contra Costa Counties, sharing key findings and lessons among colleagues.
- Partner with aligned social justice funders on shared goals, and represent the Foundation and its work to government, business, philanthropic and community leaders
- Perform other duties, as assigned.

You are a leader with:

- Deep knowledge, understanding, and experience in community organizing, power building, and movement building rooted in BIPOC communities; at least 5-7 years leading in these or related fields.
- Experience in grant-making, philanthropic/community collaborations, and/or fundraising preferred; at least 3-5 years in these or related fields.
- A deep commitment to and skill set related to racial, economic, and social justice and equity.
- Excellent persuasive communication skills (written, visual, oral) with grassroots and grassroots audiences.
- A strong base of experience and relationships in the East Bay or Bay Area region.
- Strong interpersonal skills with demonstrated ability to build trusting relationships among diverse individuals, organizations and communities; with a high impact/low ego orientation
- Demonstrated humility, flexibility, and emotional intelligence; a sense of humor and excitement for the work.

Compensation

The starting salary range for this position is **\$100,000 - \$105,000** and offers excellent benefits.

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How to Apply

To apply, please email a cover letter and resume to jobs@eastbaycf.org by **5:00pm, PDT on Monday, November 30th**. Please use the subject line: **EBCF Senior Program Officer**. Submission via one combined PDF or Microsoft Word file is strongly preferred.

The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.

