

JOB ANNOUNCEMENT PROGRAM OFFICER

The Edward Hazen Foundation is an independent, national foundation supporting communities organizing for education justice and young people organizing for social change. For more information on the Foundation, see the website at www.hazenfoundation.org

In April of 2018, the Hazen Board made the decision to “go all in” to support the movement in this critical time of challenge and opportunity. Thus, the Foundation will spend out its full assets over the next 5-7 years. For this last period of work, the Foundation has adopted the following as a strategic vision:

The Hazen Foundation seeks as its legacy a youth of color centered movement for racial justice that is ever more compelling and sustainable as it strengthens its practices, innovates, and expands its reach and power.

At this time, the Foundation is seeking a program officer with experience in and ties to our fields of work: education justice, racial justice, and youth organizing; experience with social justice philanthropy is a plus. It will be an opportunity to help shape a body of work that, if well executed, could have a lasting impact well beyond Hazen’s lifetime.

QUALIFICATIONS

The Program Officer will be an experienced professional with:

- 5-10 years of experience in Hazen’s fields of work.
- Sound knowledge of the issues affecting the lives of youth of color, social movements, and the movement for racial justice, in particular.
- Experience with philanthropy, as either a grantmaker or grantseeker, preferably in social change philanthropy, and a sensitivity to the power dynamics inherent in those structures.
- Ability to articulate a deep understanding and critique of strategies for increasing organizational power, base building, leadership development, narrative change, and/or electoral organizing strategies.
- Background in facilitation as well as designing and implementing training programs a plus.
- Ability to communicate clearly and compellingly. Excellent oral and written communications in a variety of settings and among diverse audiences. Strong interpersonal skills.
- Demonstrated ability to work collaboratively within and across organizations. Thrives in a mission-driven, generative, multiracial work environment.

RESPONSIBILITIES

The Foundation has a small staff. Each person works independently, but all need to coordinate closely and, although this position has primarily programmatic responsibilities, all staff contribute to the administrative operations as well.

Reporting to the President, the Program Officer has the primary responsibility for grantmaking and support of the grassroots organizations that comprise the majority of Hazen's grant portfolio. Specifically, this includes:

- Developing and implementing an annual plan of work in pursuit of the Foundation's strategic goals and generating creative solutions to grantmaking challenges.
- Monitoring and capturing grantee progress and learning, and identifying new opportunities for grantee and field growth, capacity building, and to promote movement objectives.
- Planning and staffing field visits and Foundation learning activities.
- Developing and maintaining collaborations and partnerships with local, regional, and national funders.
- Taking leadership roles in appropriate venues such as funder affinity groups, collaboratives, and movement organizations.
- Preparing written materials for internal use and to share/publish externally.
- Keeping abreast of developments in the fields of philanthropy, racial justice, education, and youth organizing.
- Travel required.

SALARY

The salary range for this position is \$80,000 to \$95,000, commensurate with experience and qualifications. Generous benefits package including health insurance and employer funded retirement plan.

TO APPLY

Submit a cover letter, resume, and writing sample to hazenjobpostings@gmail.com with "Program Officer" in the subject line. Review of candidates will begin January 25 and continue until the position is filled.

Racial and social justice are core values of the Edward W. Hazen Foundation. We are an Equal Opportunity Employer. We seek to create a work environment that is fully inclusive and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.