



# JUSTICE FUNDERS

Powering Philanthropic Transformation

## JUSTICE FUNDERS SEEKS A PROGRAM DIRECTOR FOR ITS HARMONY INITIATIVE

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### SUMMARY

**FTE:** 100%

**Location:** Boston or New York City areas preferred; will consider other locations

**Position reports to:** Deputy Director

**Application deadline:** January 4, 2021

**Ideal start date:** January 25, 2021

**Salary:** \$85,000

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### ABOUT JUSTICE FUNDERS

Justice Funders is a partner and guide for philanthropy in reimagining practices that advance a thriving and just world. We believe that such a world cannot be achieved if institutional philanthropy is constrained by its ingrained practices that uphold the accumulation of wealth and power, while perpetuating systemic social and economic inequality. Responding to the needs of both movements and the philanthropic sector, Justice Funders supports individual, organizational, and field-wide transformation in philanthropy to achieve a just transition. We are guided by the [Just Transition principles](#) that build political and economic power to shift from an extractive economy to a regenerative economy. Justice Funders' work encompasses the Bay Area Justice Funders Network, leadership development programs, consulting, and an innovation & action lab. More information is available at: [justicefunders.org](http://justicefunders.org).

### ABOUT THE POSITION

The Harmony Program Director will be responsible for leading, managing, and growing Justice Funders' flagship leadership development program—the *Harmony Initiative*—and building out Justice Funders' programming and field engagement opportunities as part of our Cross-Program Collaboration and Integration Team. Leading the Harmony Initiative includes: (1) leading a leadership development cohort of grantmakers comprised of several multi-day retreats and related cohort support [individual coaching, peer and affinity groups] and (2) co-designing and leading a new alumni program to engage over 100 former Harmony cohort participants.

We are seeking someone with a sharp racial and social justice analysis, who has had opportunity to apply their analysis in coaching and consulting; has experience designing and facilitating trainings; and, is skilled in

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assembling and managing project teams. The nature of this position will also demand a high-level of organization and attention to detail. We seek a self-aware individual who is attuned to both their strengths and areas for growth and has a keen sense of when external support may be necessary. Prior experience in grantmaking is preferred.

Due to concentrations of existing or potential institutional partners, we have a preference for the Harmony Program Director to be based in or near the Boston or New York areas, however, we also invite applications from other locations. This position will primarily work remotely, however, we anticipate that this position will involve travel once it becomes safe to do so again in the future. The Harmony Program Director will report to Justice Funders' Deputy Director and work very closely with other staff on the team.

## **JOB RESPONSIBILITIES**

### **LEAD HARMONY INITIATIVE (40%)**

- Manage all Harmony program administration, including annual budget development and tracking, identifying and coordinating support from fellow staff and affiliates, oversight of in-person event logistics, etc.
- Lead Harmony program implementation, including:
  - Establishing program vision, goals, and activities as part of Justice Funders annual planning process;
  - Designing curriculum and developing tools based on Justice Funders' [Resonance Framework](#);
  - Co-facilitating Harmony cohort retreats with the support of the Maestra Program Director;
  - Providing 1:1 coaching as part of Harmony cohort programming;
  - Coordinating and supporting Harmony Peer and Affinity Groups;
  - Identifying recruitment strategies; and,
  - Engaging in program reflection and assessment through application of Appreciative Inquiry and other asset-based assessment models.
- In collaboration with the Deputy and Senior Program Directors, set a sustainable strategy and financial plan for a mix of online and in-person programmatic offerings, including possible region-based cohorts and/or activities.

### **LEAD DESIGN & IMPLEMENTATION OF HARMONY ALUMNI PROGRAM (20%)**

- Lead the program design of the Harmony Alumni Program in partnership with the team.
- Lead implementation of the Alumni Program, creating engagement opportunities for a community of over 100 former Harmony cohort participants.
- Manage administration of the Alumni program, including coordination of team of staff and/or affiliates, project management, and program evaluation.

### **CROSS-PROGRAM COLLABORATION AND INTEGRATION (20%)**

- Partner with the Maestra Program Director to coordinate their support of Harmony programming, including their co-facilitation of Harmony cohort retreats.



- In close collaboration with the Maestra Program Director and Justice Funders' Consulting Team:
  - Create engagement points that (1) meet participants and, if applicable, their affiliated institutions where they are at; and, (2) support their growth in skills and application of Just Transition practices.
  - Develop programming that builds on, and supports, existing Harmony, Maestra, and, where applicable, Consulting strategies;
  - Facilitate opportunities for cultivating relationships with program participants; and,
  - Identify opportunities for cross-pollination, alignment, and/or continuity in content and program design.

#### ORGANIZATIONAL CULTURE & PROFESSIONAL DEVELOPMENT (15%)

- Attend Justice Funders' staff meetings and retreats, culture-building sessions, and political education trainings.
- Participate in Justice Funders' Appreciative Inquiry-based Annual Employee Engagement process.
- With support of the Deputy Director, create a professional development plan to support ongoing skill-building and deepening leadership and wellness practices.

#### MOVEMENT ACCOUNTABILITY & FIELD BUILDING (5%)

- To facilitate personal accountability and understanding of the impact of choices made by philanthropy, build real and accountable relationships with leaders of frontline organizations.
- Participate in philanthropic field events to amplify grassroots and allied philanthropic efforts that advance equitable practice and facilitate a Just Transition for Philanthropy.
- Work in partnership with aligned funder formations (affinity groups & network) to connect the consulting practice to Justice Funders' other leadership development programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change, if necessary, to reflect the needs and goals of the organization.

#### QUALIFICATIONS & EXPERIENCE

This position is a professional, exempt position that requires in-depth knowledge of organizational development and significant education in nonprofit management, organizational development, or related field; or equivalent experience. It is essential that this person have previous experience in philanthropy, consulting, facilitation and training, and project management. If the person invited to serve in this position does not have a coaching certification, this will become one of their immediate professional development goals.

Justice Funders believes that funders are part of the movement for social justice. As such, we believe that funders have a responsibility to organize within the field of philanthropy for increased resources for social justice. In addition to sharing this value, we are looking for someone who has a nuanced understanding of regenerative economies and movement building. This position will be interfacing with donors and philanthropic staff from a variety of institutions. It is critical that this person be skilled in holding space for discovery as well



as for challenging conversations. This position will require an ability to meet people where they are and the ability to hold a long-term vision, while making incremental steps.

### **EXPECTED HOURS OF WORK**

Standard days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Daily schedule is flexible within the proximity of this time frame and will be decided in consultation with the Deputy Director.

### **TRAVEL**

This position will primarily work remotely, however, once it becomes safe to travel again in the future, the Harmony Program Director will be expected to travel for required meetings, conferences, site-based Harmony programming, and, if necessary, for other Justice Funders-related purposes.

### **POSITION TYPE & COMPENSATION**

The Harmony Program Director is a 100% FTE (full time equivalent), exempt salaried position. Annual gross wage is \$85,000. Benefits include: health, dental, vision, retirement, generous vacation time, and paid professional development.

Movement Strategy Center (fiscal sponsor)'s 100% FTE benefits package includes:

- 20-days of vacation leave per year;
- 12 standard holidays and two personal days per year;
- 12 sick days per year;
- One-week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to four weeks;
- Medical, vision, dental for employees and dependents (requires 30-day waiting period and a per paycheck employee contribution);
- 100% employer sponsored basic life, short-term and long-term disability insurance coverage;
- Access to a 403b retirement plan;
- Access to Flexible Spending Account and Commuter Benefits; and,
- Additionally, Justice Funders provides staff members with paid professional development annually.

### **APPLICATION DEADLINE & INSTRUCTIONS**

To apply: send a cover letter, resume, and three references to [justicefunders@gmail.com](mailto:justicefunders@gmail.com) with the subject line: "Harmony Program Director." Applications will be reviewed, and interviews conducted on a rolling basis. Deadline to apply is January 4, 2021.

*Justice Funders is a fiscally-sponsored project of the Movement Strategy Center (MSC). Justice Funders is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. People of Color, working-class people, Disabled people, and LGBTQIA persons are strongly encouraged to apply.*

