



Posted March 2021

Job Announcement:

Title:	Richmond Rapid Response Fund (R3F) Program Officer
Reports to:	Executive Director of the West Contra Costa County Public Education Fund (EdFUND)
Hours/Status:	Exempt, full-time (40hrs/week)
Salary:	\$65,000-\$80,000, commensurate with experience
Start Date:	April-June 2021
How to Apply:	Submit a cover letter and resume to R3FProgramOfficer@edfundwest.org with the subject line: R3F Program Officer. We are accepting applications on a rolling basis until the position is filled.

Mission

[The Richmond Rapid Response Fund](#) (R3F) was launched in May 2020 and is a wraparound initiative that meets the immediate and ongoing needs of the community during the COVID-19 pandemic and beyond. R3F is focused on key priority areas including food and essential supplies, economic recovery and security, housing and homelessness, health and healing, and education and learning.

Who

Led by community and government leaders from the City of Richmond, The RYSE Center, EdFUND West, Richmond Promise, and Building Blocks for Kids (BBK), the R3F was born from a community-centered process that began the first week of the region-wide shelter in place. This process, known as the [West Contra Costa COVID Community Care Coalition](#), engages over 90 cross-sector stakeholders including community partners and non-profits, the City, the School District, the County, local and regional coalitions, and funders. The Community Care Coalition will continue to inform and steward the R3F. EdFUND West serves as the fiscal sponsor for the R3F.

About the position:

The R3F Program Officer is the first staffed position of the R3F. The Program Officer will manage and build on the work accomplished to date to fulfill the mission and goals of the R3F. This includes coordinating disbursement partners, working groups, and processes, responding to inquiries about the R3F, and connecting with other disbursement and support funds and efforts. This position is highly collaborative and will be responsible for engaging existing and new community members and residents, service providers, public agencies and offices, donors, and funders. The Program Officer will report to the Executive Director of EdFUND West, work closely with the core partners listed above, and engage Coalition partners to steward the mission, strategies, and sustainability of the fund.

Primary Duties Include:

- Support donor engagement and cultivation. Conduct research and assess opportunities for grant opportunities.
- Support and manage development of fundraising strategies, program initiatives, and fund sustainability.
- Lead agenda development, facilitation, and follow up for internal and external meetings.
- Coordinate and manage the direct financial disbursement process and partnerships.
- Coordinate and manage the Rent Assistance Program working group and disbursement of Rent Assistance grants in partnership with participating community organizations.
- Maintain and support relationships and communications with partners, donors, public sector allies, and other key stakeholders.
- Manage R3F communications including creating and updating collateral materials, fielding R3F website inquiries, managing social media and email accounts.
- Coordinate convenings on content-based issues.
- Act as team lead on special assignments which may include outreach, meeting planning, communication with partners, and managing small projects or programs as assigned.
- Propose and track opportunities for public policy engagement and advocacy.
- Perform other duties as assigned.

Knowledge, Skills and Abilities Needed:

- Commitment to social justice.
- Minimum of three to five years of work experience with at least 2 years experience with project management.
- Experience working in community-based settings and/or in community collaborative settings.
- Familiarity with the diverse communities of Richmond and West Contra Costa County.
- Competency with MS Word, Excel, and PowerPoint
- Well-organized, self-starting, and independent with the ability to multitask, set priorities, track projects, and meet deadlines.
- Ability and willingness to be adaptive to emerging needs and opportunities for the Fund.
- Bilingual English/Spanish speaking a plus.
- Knowledge of local and regional politics, policy making and policymakers a plus.

Salary and Benefits

Commensurate with experience. Medical, dental, and vision health benefits and generous paid vacation time.

R3F provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). R3F complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

R3F strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider for employment qualified applicants with arrest and conviction records.