



# JUSTICE FUNDERS

Powering Philanthropic Transformation

## CO-DIRECTOR OF LEADERSHIP PROGRAMS JOB ANNOUNCEMENT

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### SUMMARY

**FTE:** 100%

**Location:** Within the U.S.

**Position reports to:** Lorenzo Herrera y Lozano, Justice Funders' Co-Director

**Application deadline:** April 16, 2021

**Ideal start date:** May 17, 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 Co-Director of Leadership Programs is part of a two-person team responsible for co-designing, managing, and growing Justice Funders' Harmony and Maestra programming alongside their fellow Co-Director of Leadership Programs. Reflecting the organization's values and practice of collaboration, the Co-Directors of Leadership Programs co-lead the development and implementation of our leadership programming and field engagement opportunities, including, for the Harmony Initiative: (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) designing and leading a new alumni program to engage over 100 former Harmony cohort participants; and, for the Maestra Initiative: (1) Leading programming that supports philanthropic leadership in applying the [Resonance Framework](#)—a guide that

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supports accelerating Just Transition by reducing philanthropic institutions' extractive practices and increasing regenerative practices; (2) develop Maestra alumni programming; (3) Establishing and nurturing relationships and building with movements creating a regenerative economy; and, (4) Amplifying efforts of regenerative movements and redistributive practices in philanthropy across the broader field of philanthropy.

### **ABOUT THE LEADERSHIP PROGRAMS**

Justice Funders believes in the importance of supporting people along their political journeys as part of a life-long practice. One of the roles we play within the philanthropic ecosystem is that of a political home for people and institutions working towards a Just Transition. As a political home, we believe it vital to support, connect and accelerate regenerative practices in philanthropy. The Harmony and Maestra initiatives are two vehicles through which we pursue these goals.

Launched in 2015, the Harmony Initiative supports professional grantmakers in strengthening their philanthropic practice and provides cutting edge tools, training and knowledge needed to partner with grassroots communities, select impactful grantees, evaluate social change work, and collaborate in philanthropy. Designed by and for grantmakers, the program's curriculum follows six common steps in the grantmaking cycle (strategy development; outreach and application; due diligence; making the case; award and implementation; and evaluation and learning) and investigates the competencies needed at each step.

Launched in 2019, the Maestra Initiative is an executive-level program that supports Vice Presidents, Presidents, CEOs, Executive Directors, and Trustees of philanthropic institutions in deepening, adopting, and accelerating their organizational and individual alignment and practice of Just Transition. Grounded in the Resonance Framework, Maestra equips philanthropic leadership with the strategies, skills, and support to guide their organizations through a Just Transition, shifting their practices away from extraction towards regeneration, and aligning practices with the values and needs of the communities they fund.

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; has cultivated interpersonal and self-reflection practices conducive to generative collaborative partnerships; and, is skilled in assembling and managing project teams. The nature of this position necessitates a high-level of responsiveness, organization, and attention to detail. Prior experience in grantmaking is preferred.

Due to concentrations of existing or potential institutional partners, we have a preference for someone 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 Co-Director of Leadership Programs reports to Lorenzo Herrera y Lozano, Justice Funders' Co-Director.



## JOB RESPONSIBILITIES

### PROGRAM DESIGN AND IMPLEMENTATION (60%)

Alongside fellow Co-Director of Leadership Programs, co-lead all administration, design, and implementation of the Harmony and Maestra initiatives, including:

- Establishing programs vision, goals, and activities as part of Justice Funders annual planning process
  - In partnership with movement partners and Justice Funders' team, continue to refine the strategy and design of Maestra programming to align with the organization's broader strategy and resource goals, including projected revenue model with a three-year goal for self-sustainability of Maestra
  - 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, for both initiatives
  - Developing and tracking annual programs budgets
- Identifying and coordinating support from fellow staff and affiliates
- Overseeing event logistics
- Designing curriculum and developing tools based on Justice Funders' [Resonance Framework](#)
- Developing and facilitating recruitment strategies
- Co-facilitating leadership cohort retreats
- Providing 1:1 coaching for cohort programming
- Coordinating and supporting program Peer and Affinity Groups
- Engaging in program reflection and assessment through application of Appreciative Inquiry and other asset-based assessment models
- Co-lead design and implementation of the alumni programming, including creating engagement opportunities for Justice Funders' program participants as well as ongoing engagement and cultivates organizing opportunities for redistributing control, power, and resources.

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

In partnership with fellow Co-Director of Leadership Programs, collaborate with other program staff to:

- 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, other program strategies
- Facilitate opportunities for cultivating relationships with program participants
- 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 training
- Participate in Justice Funders' Appreciative Inquiry-based Annual Employee Engagement process.
- With support of Lorenzo Herrera y Lozano, Justice Funders' Co-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 your supervisor.

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## TRAVEL

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

## POSITION TYPE & COMPENSATION

The Co-Director of Leadership Programs is a Full-time, 100% FTE, exempt position. Annual compensation 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 vacation days leave accrual per year (15 days in the first year of employment due to a mandatory 3 month waiting period before accrual begins)
- 12 standard holidays, and 2 personal days per year (Personal days are designated as your birthday and hire date anniversary, and need to be used on these dates as required by CA time off laws)
- 12 sick days leave accrual per year
- 1-week paid MSC family and medical leave after one year of service (to be integrated with available state benefits); an additional week of paid leave for each additional year of service, up to 4 weeks
- Medical, vision, dental, life and disability insurance coverage for employees and their dependents (the enrollment eligible date is first of the month following 30 days of employment) Employee contribution is required and further details will be provided upon hire
- Access to FSA and Commuter Benefits
- Opportunity to participate in an employer sponsored 403b retirement plan

## 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: "Co-Director of Leadership Programs." Applications will be reviewed, and interviews conducted on a rolling basis. Deadline to apply is April 16, 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.*

