

Initiative Officer, Democracy Frontlines Fund



Reports To: Executive Director
Status: At-Will, Full-Time Exempt
Location: The Presidio, San Francisco, CA
Closing Date: January 4, 2020

The Foundation

[The Libra Foundation](#) is a family foundation committed to the belief that all people have the right to live in a healthy environment and in peaceful, just, and equitable societies. Libra utilizes a human rights lens to focus its grantmaking on three program areas: gender justice, environmental and climate justice, and criminal justice and social justice. Libra's grantees fight against systemic inequalities, organize communities most impacted by injustice, and innovate new models of networks and organizations serving our common good.

Libra is also part of a larger shift in philanthropy that aims to disrupt traditional power relationships in the nonprofit world, elevate the voices of grantees, and channel new resources to diverse grassroots groups. The Foundation is an intimate environment where shared values and collaborative spirit are very important.

The Opportunity

The Initiative Officer, [Democracy Frontlines Fund](#) (DFF) will lead strategic implementation of the Democracy Frontlines Fund, acting as a representative of the foundation and working with the Executive Director and other team members to advance Libra's mission. The Initiative Officer, DFF will focus on one of Libra's newest responses to the impact of the nation's dual crises of

chronic racial injustice and COVID-19 on Black communities. Founded in September 2020 when Libra's Executive Director joined together a group of 12 foundations, the DFF is a national aligned giving strategy to meet this moment with \$36 million in unrestricted, multi-year support for an exemplary slate of 10 Black-led organizations. DFF is a three-year initiative with potential for a successful Initiative Officer, DFF to remain part of Libra's team beyond the initiative's life.

The Initiative Officer, DFF works closely with the Executive Director to create, execute, and manage strategies to advance DFF's goals by amplifying its work and supporting its learning community. They have stellar project management, communication, and relationship-building skills and a strong ability to navigate through and problem-solve challenges toward successful implementation. They excel at operationalizing vision and strategy, designing processes, creating project plans, and managing complex logistics. They have a sound analysis of systemic inequities, intersectionality, and social justice issues and believe in Libra's guiding principle that those who are the closest to the problem are the best-equipped to design and implement the solutions. They think creatively about social change while ensuring efficient and effective execution.

Key Responsibilities

Strategic Project Management

- Partner with Executive Director to implement Libra's collaborative approach to DFF, developing and applying strategies reflective of the foundation's guiding principle
- Build and track the overarching initiative timeline ensuring roles are clear and that all deadlines are met or adjusted as needed
- Manage communications including agenda setting for meetings and capturing key decisions
- Closely monitor progress and recommend and implement course corrections as needed
- Build and maintain relationships with DFF learning community members, project consultants, and grantees, acting as a resource and partner
- Partner with Knowledge and Grants Manager to complete reporting for DFF
- Contribute to knowledge management by capturing insights and data that can inform the foundation's strategies and programs
- Work closely with program team members to learn about DFF grantees and relevant issue areas

Internal Collaboration and Support

- Serve as a resource for Executive Director, Board, and other staff team members, responding to requests for information and insight as needed
- Partner with program and grants management teams as needed
- Share knowledge and tools on project management with team members
- Manage and collaborate with consultants as needed

Community Engagement

- Support initiative-related workshops and webinars helping to design and host events including coordinating with speakers and facilitators
- Build a project plan to actualize and continually strengthen the DFF learning community so that it feels like a vibrant cohort of philanthropy professionals on a learning journey
- Represent the foundation in initiative meetings, professional organizations, philanthropic affinity groups, and other relevant associations and spaces

Communications

- Collaborate with Community Engagement Director to support Libra's communications efforts, particularly as they relate to DFF
- Collaborate with DFF communications consultants and coordinate between staff and external consultants as needed
- Facilitate initiative-related funder correspondence, maintaining key contact lists and sending updates and reminders as needed
- Support initiative-related media and public relations including partnering to ensure the website and social media remain up-to-date and coordinate responses to public and media inquiries

Required Skills and Abilities

- Commitment to Libra's guiding principle that those who are the closest to the problem are the best equipped to design and implement the solutions
- A minimum of five years of experience managing complex projects, initiatives or programs, preferably within the context of mission- and/or justice-driven organizations and/or in project-focused fields such as management consulting
- Demonstrated familiarity with and commitment to social justice concepts and frameworks such as racial equity, gender analysis, economic justice, and structural bias
- Demonstrated humility and an orientation towards listening, especially to frontline Black communities
- Clear and compelling written and oral communications skills, interpersonal awareness, and critical thinking skills
- Ability to self-start and flexibly manage multiple simultaneous and changing priorities and relationships in a fast-paced environment requiring close attention to detail
- Ability to inspire trust and build authentic relationships with a wide range of people and styles including Black, LGBTQI+, youth, disabled, undocumented, and formerly incarcerated community leaders
- A spirit of curiosity, excitement, and innovation actively looking to minimize challenges and create solutions that drive efficiency and excellence
- Inclination to think differently and help transform philanthropy by simplifying historically complex processes and getting rid of red tape
- Good at organizing and synthesizing information into spreadsheets and visual summaries
- Capacity to manage confidential or sensitive information with discretion

Compensation and Benefits

The salary range for this position is \$130,000 to \$150,000, commensurate with qualifications and experience, and The Libra Foundation offers a generous benefits package including medical, dental, and vision plans; paid time off and other paid leave policies; 401k matching; and a transit subsidy.

How to Apply

The Libra Foundation is partnering with [Walker and Associates Consulting](#) – a national strategic management consulting and search firm – for recruitment. To apply, email a single PDF file containing a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to libra@walkeraac.com on or before 5:00 p.m. PT on Monday, January 4, 2021. Use the subject line: Initiative Officer. Resume review begins immediately.

Questions or Nominations? Contact Jeannine N. Walker, Walker and Associates Consulting, at jwalker@walkeraac.com.

The Libra Foundation is an “at-will” and equal opportunity employer committed to human rights and supporting a peaceful, just, and equitable society for all. Individuals of all races, religions, national origins, ethnicities, ages, mental or physical disabilities, sexual orientation, gender (including pregnancy and gender expression) identities, marital status, veteran status, medical conditions, formerly incarcerated people, or any other classification protected by federal, state, or local law or ordinance, are welcome to apply.