



**hive fund**  
FOR CLIMATE AND GENDER JUSTICE

## POSITION ANNOUNCEMENT

### Senior Program Officer, Climate and Economic Justice - Atlantic Coast

**Reports to:** Co-Director

**Classification:** Full-time, Salaried Non-exempt

**Location:** Distributed Organization: Atlantic Coast Senior Program Officer to be based in Atlanta, preferably, or in other parts of Georgia, North Carolina, South Carolina, or DC.

**Apply by:** Open until filled

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#### ABOUT THE HIVE FUND

The Hive Fund for Climate and Gender Justice is a specialized intermediary launched in 2019 that raises funds and makes grants to nonprofit groups that have historically lacked access to funding and are addressing intersecting climate, gender, and racial justice crises in the US South, where pollution levels and clean energy opportunities are high and philanthropic is low. With funding from [18 current donors](#), collaborative partnerships with a [broad array of advisors](#), and [six full-time staff members](#), the Hive Fund provides multi-year, general support to more than 100 grantee partners based predominantly in [Texas, Louisiana, Georgia, and the Carolinas](#). More than 75 percent of Hive Fund grant dollars to date have been awarded to organizations led by Black, Latina, Indigenous, and Asian American and Pacific Islander women. In 2022, our annual grants budget topped \$20 million in multi-year grants, and we aim to double our annual grants budget by 2025.

The Hive Fund is a fiscally sponsored project of the Windward Fund. More information about the Hive Fund can be found on [our website](#) and in our [2022 Triennial Report](#).

#### ABOUT THE POSITION

The Hive Fund is led by two dynamic [co-directors](#) who brought their experiences in equity-centered philanthropy, community organizing, and nonprofit advocacy together in creating the Hive Fund. The Hive Fund's [theory of change](#) articulates its role in raising funds, making grants, and making connections to scale up funding to organizations that build power to achieve shared goals. With recent federal policy wins that are shifting hundreds of billions of public dollars toward cleaner energy and climate solutions the Hive Fund is deepening its grantmaking to support community-based groups accessing public and private financing for

equitable clean energy, transit, and other just transition projects. The senior program officer for climate and economic justice - Atlantic Coast—a newly created position that the selected candidate will help shape—will co-lead this emerging area of grant-making for the Hive Fund.

The senior program officer will be committed to ensuring that public and private funds are dispersed in ways that deliver tangible and immediate benefits in low-income communities and communities of color while simultaneously reducing climate pollution and broadening public support for ever-increasing climate justice action. In collaboration with co-directors, other regional program staff, and Hive Fund grantee partners, the senior program officer will develop and lead innovative grant strategies that help match community-based projects in the Atlantic Coast region with new financing streams; maximize community benefits and emission reductions; provide narratives that broaden and intensify support; and offer proof points for new economic frameworks.

Successful candidates will be motivated, visionary, diligent, and perseverant, with backgrounds in nonprofit, for-profit, government, and/or philanthropic efforts to facilitate and fund clean energy, energy efficiency, community development, and/or transportation projects in disinvested communities. The senior program officer will have a generalist orientation while possessing some technical expertise in finance, economic development, and/or economic power-building. This leader will enjoy the challenge of charting the unknown, testing assumptions, building a case, and scaling up philanthropic support for equitable distribution and uptake of public and private capital.

The senior program officer will be in alignment with Hive Fund's [core values](#) and will demonstrate deep understanding of and commitment to racial, gender, and climate justice and be able work effectively within the social, cultural, and political dynamics of the US South. They will manage communications and relationships with care, understanding the importance the Hive Fund places on relationships and how we cultivate them.

## ESSENTIAL JOB FUNCTIONS

### ***Grant-making***

- In partnership with the co-directors, other regional program officers, and grantee partners, co-create grantmaking strategies in the Atlantic Coast region to expand the Hive Fund's climate and economic justice area of focus:
  - Scope and vet possible Inflation Reduction Act demonstration project areas that can serve as proof points for new models of clean energy financing and development in low- and moderate-income communities.
  - Develop grantmaking strategies and manage new and existing grantee partner relationships in priority demonstration areas.
  - Hire and manage place-based consultants for each of five or more selected priority demonstration project areas.

- Develop and manage local advisory committees in each priority demonstration area.
- Identify and track federal, state, and local level processes for funding disbursement within a designated region.
- Collaborate with grantee partners to support the development of grantee partner-driven ways to track progress and collect data and stories.
- Support grantee partners as needed with capacity-building, introductions to other funders, and connection to additional resources.

### ***Funder Engagement***

- Engage with aligned funders on climate and economic justice funding and contribute related content to the Hive Fund's funder learning lab.
- Work closely with funders in the US South and across the country to promote the expertise and strategies of grantee partners and the Hive Fund to shift philanthropic practices and increase giving to those on the frontlines of injustice.
- Participate and play a leadership role in networks with aligned funders, including regional associations of grant makers and climate and economic justice-specific funder tables.
- Support Hive Fund's fundraising by providing timely and accurate data and stories of impact and contributing to grant writing and funder reporting.

### ***Learning & Thought Leadership***

- Participate in national and state networks related to climate finance.
- Track key national policy and regulatory developments that impact grant-making opportunities in the Atlantic Coast region.
- Track state, regional, and national climate and economic justice related areas of work, staying abreast of key reports, trends, and opportunities.
- Contribute to the emerging field of climate and economic justice by representing Hive Fund in public writing and speaking engagements.
- Work with Hive Fund communications staff and grantee partners to collect and disseminate stories and data from IRA demonstration projects.

### ***Contribute to Healthy Organizational Culture***

- Establish strong working relationships with the other regional program officers, leveraging their knowledge of their regions and grantee partners. Contribute new technical expertise to the Hive Fund program team and help support regional program officers' growth and development.
- Attend two to four in-person all-staff gatherings per year.
- Contribute a positive attitude to continuously help enrich organizational culture.

## QUALIFICATIONS & CHARACTERISTICS

**Core** – Ideally, the senior program officer will have a mix of these core experiences and skills to support their ability to thrive in the role:

- 8-10+ years of experience within philanthropic, nonprofit, for-profit, and/or government sectors facilitating clean energy, energy efficiency, and/or clean transportation project development and financing in LMI communities (may be inclusive of housing, workforce development, and/or community economic development).
- Substantial expertise on climate justice solutions.
- Experience developing strategies and running complex programs in grant-making, multiparty coalition work, and/or public/private project management.
- Experience testing/piloting, developing, and/or facilitating new initiatives or strategies in close partnership with a diverse set of stakeholders.
- Understanding of the role philanthropic funds can play in supporting groups to develop projects, change policies, tell stories, shift narratives, and build power.
- Deep knowledge of the Atlantic Coast region and intersectional efforts to achieve climate, gender, and racial justice in the context of that region.
- Highly collaborative work style with outstanding relationship-building skills, experience contributing to a positive organizational culture, and the ability to operate as a thought partner to the program officers, grantee partners, funding partners, and external constituents with the highest levels of integrity.
- Outstanding oral and written communications skills, along with strong facilitation skills and experience leading participatory, inclusive, and collective decision-making processes.
- Proven project and team management abilities to ensure priorities are clearly understood by internal and external stakeholders and that grant-making programs advance on time and on budget.
- Strong emotional intelligence, humility, and commitment to supporting the expertise of grantee partners and community-based leaders and to inclusive and participatory decision-making processes.
- Entrepreneurial spirit filled with ingenuity, inventiveness, flexibility, and the ability to help build something innovative from the ground up, both ideating and executing.

**Preferred** - Preferably, the senior program officers will also have some of these experiences and skills to enhance their thought partnership in the role:

- A passion for and lived experience relevant to climate, gender, and racial justice in the Atlantic Coast region reflected in a clear and inspiring commitment to the mission and growth of Hive Fund.
- Deep issue expertise with the ability and experience to learn new areas and approaches quickly and pull in outside expertise as needed.

## WORK ENVIRONMENT, SCHEDULE & TRAVEL

The senior climate economic power program officers will be employees of the Hive Fund's fiscal sponsor, the Windward Fund. These are regular salaried positions with comprehensive benefits. As a distributed organization, our team members currently work remotely embedded in key regions across the US and mainly work from home or in co-working spaces. The Hive Fund will provide necessary office equipment and supplies for remote work and work in co-working spaces. Approximately 25-30% travel is ideal to support an intentionally distributed workplace with up to four annual staff gatherings; to build trust and relationships by meeting grantee partners in their communities; and to attend conferences and other learning and networking events. Reasonable accommodation will be made for individuals with disabilities, caregiving responsibilities, and those who reside in rural areas.

## COMPENSATION & BENEFITS

The Hive Fund's compensation practices support staff in thriving and are part of living into the just, equitable world we are actively creating. These practices are guided by the Fund's six [core values](#), especially transparency, equity, and healing & security. The salary range for this position is \$170,000 to \$190,000, commensurate with qualifications, along with a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

## COMMITMENT TO EQUAL EMPLOYMENT

In alignment with our [core values](#) and approach, the Hive Fund is committed to a diverse, collaborative, and sustainable work environment. We recruit and hire with an understanding of systemic oppression and of the lived reality of people with marginalized identities and strongly encourage all to apply, especially Black, Brown, and Indigenous people; queer, trans, and gender non-conforming people; intersex people; people with disabilities; and formerly incarcerated people.

The Hive Fund is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

## COVID-19 POLICY

To center the safety and well-being of its employees, Windward Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@windwardfund.org](mailto:HR@windwardfund.org).

## HOW TO APPLY

The Hive Fund is partnering with [Walker and Associates Consulting](#) – a Black woman owned and led strategic consultancy. Email a cover letter and resume by February 28, 2023 to [hivefund@walkeraac.com](mailto:hivefund@walkeraac.com). We invite you to lift up relevant qualifications not specified in this announcement that might make you ideal for one of these roles in your cover letter. Use the appropriate subject line for the role you are applying for: “Atlantic Coast Senior Program Officer, Climate and Economic Justice.” One combined PDF file is preferred. Candidate review begins immediately, and advancing candidates may be invited to participate in two rounds of interviews. Finalists may also be asked to respond to an advanced assignment related to a real-time challenge the senior program officer would face in this role. We hope to have the new senior climate economic power program officer joining our team in or near June.