

POSITION ANNOUNCEMENT

FOOD SECURITY PROGRAM OFFICER

Reports To: Director of Food Security

Location: San Francisco

Apply By: October 15, 2020

Earlier Submissions Encouraged

ABOUT STUPSKI FOUNDATION

Stupski Foundation is a private spend down foundation investing all of its assets in the next nine years to address some of the Bay Area and Hawai'i's biggest challenges.

The Foundation primarily funds organizations in San Francisco and Alameda Counties and Hawai'i that address Food Security, Postsecondary Success, Early Brain Development, and Serious Illness Care. Between 2016 and 2017, the Foundation focused on what to address in each issue area. In 2018, it focused on creating an initial set of strategies within each issue area. From 2020 onwards, the Foundation will work with its partners to determine which investments are most impactful. The Foundation will work quickly and iteratively to help create sustainable, lasting impact before closing its doors in 2029. The Foundation is also embarking upon an equity advancement process and seeks candidates who are committed to equity and who are eager to help build its organizational culture.

ABOUT THE OPPORTUNITY

Using the federal poverty guidelines benchmark of 350% poverty level and the Alice Report, there are approximately 1.5 million individuals struggling with food insecurity in the Bay Area and Hawai'i. The Foundation is confronted with multiple and constant tensions in responding to this need: grantmaking to answer today's crisis versus investing in long-term resilience; supporting local, food justice initiatives that are long-term with fewer beneficiaries versus funding macro relief programs that provide temporary relief for millions but do nothing to change a system built on legacies of inequality and systemic racism. COVID-19 has greatly intensified these competing pressures and goals. It remains unclear how the crisis will impede and/or accelerate efforts to build healthier, more equitable and resilient food systems.

It is within this context that the Foundation is looking for an approachable, trustworthy, and creative professional to work with its fast-paced, innovative, and growing team. Reporting to the Director of Food Security, the Food Security Program Officer will assist in the implementation of the Foundation's food security strategies with an annual community investment of approximately \$5 million. The Program Officer will help facilitate an effective workflow with the Food Security team comprised of the Director and a team of consultants. Additional tasks include monitoring grantmaking and developing relationships with key partners, including the Hawai'i Community Foundation. With guidance from the Director, the Program Officer will be instrumental in continuing to operationalize the Foundation's grantmaking strategies and helping further refine its

giving approach. Above all, the Program Officer will apply their passion for social change; ability to engage with multiple stakeholders; research and analytical capabilities; and unique experience to advance the Foundation’s mission and ambitious strategies over the next nine years while actively engaging in ongoing diversity, equity, and inclusion efforts.

Key responsibilities for the Program Officer include:

- Partner with a portfolio of grantees to co-design grantmaking and assist their programs in reaching their intended impact in a timely manner
- Draw out implications from data sets, research, stakeholder feedback, and grantee reports to make grant recommendations
- Interact and forge relationships with Foundation staff, consultants, the Board of Directors, and external stakeholders including the diverse communities we serve
- Support the Director in building relationships with key stakeholders and funders to create coalitions that can sustain impact beyond the Foundation’s existence (up to 30% travel may be required, when safe/advisable to do so)
- Work collaboratively with Director and consultants to capture grantee results, draw out implications, and fine-tune strategies
- Create collaborative events and spaces with grantees and stakeholders, such as convenings and co-learning sessions

A successful Program Officer is an adaptable, ethical, and relationship-oriented leader who is committed to learning and growth, and possesses the following competencies and qualifications:

Core Competencies

- Seeks opportunity for continuous learning and growth for themselves and grantees
- Listens with an open mind and a deep commitment to respecting diverse viewpoints
- Forges trusting relationships with Foundation staff, the Board of Directors, external stakeholders and grantees
- Has strong written and verbal communication skills with an ability to create original written content and adapt to deliver verbal presentations in multiple settings with multiple audiences and diverse stakeholders
- Has an ability to turn data into actionable insight and develop recommendations for strategic shifts
- Capable of juggling multiple priorities, effectively delegating, and delivering timely results in a fast-paced environment with clear team communication
- Has a demonstrated commitment to equity, personally and professionally

Key Qualifications

- Minimum of 3-5 years of relevant experience working to advance community food systems in social-sector environments such as community-based organizations; government agencies; consultancies; or philanthropic organizations
- Track record of strong communications with internal and external stakeholders
- Familiarity with Bay Area and/or Hawai’i food security stakeholders and issues; existing relationships a plus

- Ability to grasp, translate and operationalize big ideas into operational goals and plans that meet the needs of the Foundation, partners and communities
- Capable of juggling multiple priorities and delivering results in a sometimes fast-paced environment with clear team communication
- Can quickly absorb, analyze, and share implications of large amounts of information, including research, data, community input, and grantee reports
- Solid grants and/or data management experience via Salesforce or similar systems
- Demonstrated history of centering the needs of communities when creating strategies or programs and/or when grantmaking
- Has a Bachelor's degree in a relevant field *or* work experience in excess of the minimum requirement; an advanced degree is a plus

Compensation

The Salary Range for this position is \$150,000 - \$175,000, commensurate with qualifications and experience, and includes a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

Stupski Foundation is partnering with Walker and Associates Consulting - a national strategic management consulting and search firm located in Alameda County - to facilitate this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to stupski@walkeraac.com on or before 5:00 p.m. on Thursday, October 15, 2020 noting the following additional instructions:

- Use the subject line: Food Security Program Officer.
- To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school just simply list the type of degree conferred, for example: "Bachelor of Arts in Economics."
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Questions? Contact Jeannine Walker, Walker and Associates Consulting, jwalker@walkeraac.com.

Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.