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Position Description: Social Equity Program Officer

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The Organization: The Morgan Family Foundation exists to improve the human condition. Since our creation in 2003 by Lee and Vicki Morgan, the Foundation has contributed over \$37 million in grants for a variety of charitable purposes, primarily in Yellow Springs, Ohio and St. Cloud, Minnesota. In 2020, the Foundation began to transition its grantmaking to focus on several specific program areas: social equity in St. Cloud, global warming in Minnesota, and end-of-life issues in central Minnesota. In addition, the Foundation is exploring how to further leverage our invested assets to align with our purpose and programmatic interests, beyond our current \$5 million impact commitment. The Foundation is governed by a board of nine members located across the country, most of whom are family, and the staff of three is based in Yellow Springs, Ohio. Historically, program officers who work extensively with nonprofit grant partners have been based in the communities in which their grant partners are located. The Foundation donates approximately \$2 million a year. The budget for social equity grants in St. Cloud is estimated at \$750,000 for 2021.

Summary: The Social Equity Program Officer (part time) is responsible for engaging with the St. Cloud community to understand opportunities for advancing social equity and shepherding proposals for consideration of support from the Morgan Family Foundation. The position manages the grantmaking process for our Social Equity Program, establishes and maintains relationships on behalf of the Foundation within the community across diverse stakeholder groups, and serves as a source of information about social equity issues and our impact in St. Cloud, Minnesota. The Social Equity Program Officer has primary responsibility for investigating, evaluating, and recommending social equity grant requests; monitoring grants; evaluating grant results; and sharing overall learnings and impact. This is a part-time staff position with highly variable hours based on the Foundation's grant cycle(s) and other planned activities. This position reports to the executive director.

Responsibilities:

Grantmaking/Community Engagement

- Serve as a source of information and insight relevant to funding needs and opportunities to advance social equity in St. Cloud, Minnesota and the immediate vicinity
- Assist the Social Equity Subcommittee in learning about social equity issues and as appropriate, refining the Foundation's grant strategy and process for the social equity portion of the Foundation's total grantmaking
- Work with Foundation staff to prepare agenda and related materials in advance of Social Equity Subcommittee meetings, and afterwards review and finalize Subcommittee Meeting Notes
- Investigate grant requests, conduct site visits, and collect all relevant information necessary for a thorough review of grant proposals
- Evaluate grant requests including analyzing financial data, sources of funding, organizational goals and plans, and other relevant data
- Prepare summary of assigned grant proposals, recommend action, and present recommended actions to the Social Equity Subcommittee and/or Board of Directors as appropriate
- Work closely with support staff to ensure timely and accurate preparation of grant reports for the Social Equity Subcommittee and/or Board of Directors
- Notify grant applicants of the Foundation's funding decisions in a timely and respectful manner, in writing and/or verbally as appropriate

- Communicate with grantseeking organizations to assist in their preparation of grant proposals; provide technical assistance to grantees or recommend helpful resources as appropriate
- Monitor performance and progress of organizations receiving grants from the Foundation, including review of interim and final grant reports, sharing results with the Subcommittee, Grants Committee and/or Board, and recommending appropriate action to the executive director
- Initiate and maintain effective, respectful relationships with potential and current grantees, particularly in marginalized communities, by offering time and assistance beyond grantmaking with actions such as introductions to other funders, providing coaching/guidance/feedback to enhance their work, writing recommendations and letters of support, and attending their events
- Participate in community events and activities as a representative of the Morgan Family Foundation – especially as related to marginalized communities – to communicate the Foundation’s interest and involvement in the life of the community
- Seek out and engage in networks and collaborations of community organizations (non-profit, philanthropic, for-profit or governmental) dealing with and/or focused on advancing equity in the community
- Seek opportunities to enhance effectiveness in social equity work, grant analysis and evaluation by participating in activities to develop skills and knowledge, including seminars, conferences, ongoing professional reading and networking
- Assist with special projects as requested

Desired Qualifications/Experience:

- Required: Demonstrated competence in working across cultures to form authentic relationships and partnerships
- Required: Minimum of four years’ experience in diversity, equity and inclusion work, with and/or serving marginalized communities in St. Cloud (preferred) or elsewhere
- Required: Familiarity and first-hand knowledge of social equity issues in St. Cloud, Minnesota
- Required: Excellent communication skills, both written and oral
- Required: Excellent people skills, including the ability to work effectively and respectfully with nonprofits and community groups, particularly those led by Black, Indigenous and Persons of Color (BIPOC), the Foundation board, staff, community leaders, local officials and professional colleagues
- Bachelor’s degree; advanced degree a plus
- Knowledge about social inequities, including personal, social, institutional and structural causes of those inequities; social justice; and familiarity with strategies to address social injustices including direct services, capacity building, community organizing, civic engagement and advocacy
- Strong qualitative and quantitative analytical skills, including financial analysis
- Proficient in Microsoft Office (including Outlook, Word, PowerPoint and Excel); ability to learn and maintain proficient knowledge of Foundation-specific systems including grant application and management software as appropriate; proficient with videoconferencing applications such as Zoom
- Intellectually curious, resourceful, self-motivated and able to work independently
- Aptitude for organizing tasks, managing time and prioritizing projects with a keen attention to detail
- Demonstrated ability to maintain confidentiality and a high level of integrity
- Some evening and weekend work possible (based on engagement in nonprofit and community events)
- Once deemed safe, car and possible air travel

Salary range for this part time position is \$35,000-\$47,000 based on experience and qualifications. Flexible schedule, paid time off, professional development and eligible for SEP-IRA contribution.

To Apply: Qualified and interested candidates should send a cover letter, resume and three references to job@morganfamilyfdn.org with “Social Equity Program Officer” in the subject line. Invitations for initial interviews will be extended to select applicants beginning in early May.