

<i>Position</i>	<i>Classification</i>
Program Strategist	Exempt, 1.0 FTE
<i>Program / Dept</i>	<i>Pay Range</i>
Fund for an Inclusive California	\$95,000 - \$105,000

Position summary: The primary function of the Program Strategist is to manage and coordinate a set of activities supporting the design and implementation of the Fund for an Inclusive California’s next phase of work. The program strategist plays a pivotal role by providing strategic planning support and guidance, managing current programmatic efforts with current grantee partners, conducting landscape analysis, as well as being a thought partner to the Director of Fund for an Inclusive California (F4ICA) on program strategy and funder organizing. The position reports to the Director of Fund for an Inclusive California.

Responsibilities include:

Pooled Grantmaking Collaboratives - Strategy development and Implementation (75%)

- Serves as a strategic thought partner to the F4ICA Director (e.g., asking strategic questions, identifying assumptions, testing theories of change)
- Leads the programmatic efforts and learning opportunities to educate, share learnings and organize funders in partnership with F4ICA core consultant team
- Supports with the rollout and implementation of the community-driven strategic planning processes and facilitate meetings among program staff, F4ICA consultants and/or other participants (e.g., external experts, steering committee members)
- Generates and/or reviews draft strategy documents (e.g., strategy memos, PowerPoint presentations)
- Conducts targeted research and analysis in support of program planning
- Designs and facilitates strategy meetings with F4ICA Director and consultants
- Represents F4ICA within thought leadership and field building opportunities to raise awareness and potential interest in F4ICAs work
- Keeps abreast of relevant policy and field developments that might impact the work of F4ICA
- As opportunities arise, participates in organizational conversations to assess and support the development of other pooled grantmaking collaboratives at CCF

Organizational and Field Building (15%)

- Participates in regular staff meetings and annual program and board/staff retreats, as well as providing feedback around CCF’s direction
- Provides external leadership on behalf of the Foundation, representing the Foundation in the sector and community on various boards and committees
- Maintain relationships with current F4ICA grantee partners and funders
- Builds key partnerships with prospective donors, institutional funders, and grassroots organizations, with the goal of collaborating and better aligning and influencing external dollars to support frontline communities
- Develops and tracks knowledge of trends across social change issue and progressive philanthropy across the United States

Communication and Collaboration (10%)



- Coordinates with F4ICA Director to amplify goals and strategies through strategic communications
- Builds collaborative and positive working relationships and effective communication channels with team members and staff
- Supports with preparation for Steering Committee meetings

Candidates for the Program Strategist position typically have /are:

- Demonstrated experience in community organizing and working with and/or supporting community-based social justice organizations
- Recognized leaders and well-versed on current efforts to achieve housing justice, community ownership and/or equitable development
- Familiarity with how social change foundations and donors are structured and organized
- Minimum of 5+ years of experience as a program manager and/or leader in progressive social change organizations, including experience in a formal strategy consulting role or in a project management role
- Demonstrated ability to synthesize and convey complex information in order to develop strategy, draw conclusions and make recommendations
- Intellectual agility, including the ability to quickly understand new issues, analyze qualitative and quantitative data, spot patterns, and make connections across topics/issues/bodies of work
- Proven ability to design and facilitate meetings with inclusive processes for group agreement on strategy, collaboration and collective action
- A team player with excellent interpersonal skills and ability to work with a variety of stakeholders
- Strong program management skills with attention to detail and organizational skills
- Excellent interpersonal, writing, and verbal communication skills, including public speaking skills
- Experience with research and analysis
- Proficiency with computer systems and databases
- Excited to work with diverse teams and across differences such as language, culture and distance.
- A passion for racial, social, environmental and economic justice plus a commitment to the CCF's mission and values

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All positions at Common Counsel Foundation involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is sometimes required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for up to 15% per year.