

About Pride Foundation

Pride Foundation fuels transformational movements to advance equity and justice for LGBTQ+ people in all communities across the Northwest. We envision a world in which all LGBTQ+ people live safely and openly as our whole selves in the communities we call home.

Founded in 1985, we are the only LGBTQ+ community foundation in the Northwest, and have invested more than \$72 million in nonprofit organizations, local leaders, and student scholars through our grants, scholarships, and initiatives. We work in the Northwest states of Alaska, Idaho, Montana, Oregon, and Washington. Pride Foundation has an operating budget of more than \$5 million and 15 full-time employees, 5 of whom are fully remote and 10 who are currently remote, but previously worked at our headquarters in Seattle, WA. Pride Foundation is governed by a Board of Directors with 22 members from across the five-state region with diverse professional and lived experiences.

As an organization and as individuals, we are committed to anti-racism, and strive to center racial equity and justice throughout our organization and all aspects of our programmatic work. Together, we are intentionally and actively building an internal culture that reflects this commitment, and an organization where our team members can thrive. All team members are a part of this work and are active participants in building our culture. Read more about the work culture we are building [here](#).

About the Two Opportunities

This job announcement is for **two Grants Program Officer positions** that are currently available. While the portfolios will be distinct for these roles, the primary responsibilities and necessary skills and qualifications are the same. In order to simplify the experience for candidates and be thoughtful with your time, we will only be running one hiring process for both positions, and at the end of the process two candidates will be selected. **All applicants will be considered for both roles and only need to submit one set of materials.**

About Pride Foundation's Grants Program

Pride Foundation fuels transformational movements for equity and justice led by community groups and nonprofit organizations across the Northwest, and our grantmaking specifically focuses in groups and organizations in Alaska, Idaho, Montana, Oregon, and Washington. We prioritize funding for LGBTQ+ groups and organizations that are (1) BIPOC led and centered, (2) working at the intersections of communities, issues, geographies, (3) innovatively supporting our communities when or where nobody else is, and (4) are smaller, grassroots LGBTQ+ led organizations who may not have access to mainstream funding sources.

As the only LGBTQ+ community foundation in the Northwest, and one of unfortunately few philanthropic institutions intentionally investing in LGBTQ+ communities, we play a critical role for smaller, grassroots, LGBTQ+ led and focused organizations who often do not have the same level of access to institutional funding. By strategically investing in these organizations, we have the opportunity to make a bigger impact on the ecosystem of support for LGBTQ+ people in the Northwest.

Position Summary

Pride Foundation's Grants Program Officer (GPO) is a key position within the Programs department. The GPO brings a wealth of knowledge in transformative philanthropy, anchored in racial justice and anti-oppressive principles that center community trust, and is an expert in relationships and community building.

We are looking for a thoughtful, creative, relationship-builder who can develop, lead, and implement Pride Foundation's grantmaking strategies in line with our values and best practices in Trust-Based Philanthropy. This role will be part of a team [continuing to evolve and shift](#) our grantmaking practices.

The GPO reports to the Director of Programs. This is a full-time, exempt position. Flexibility to work some evenings, weekends, and occasionally travel are necessary. **This position is currently remote, and candidates should live in, or be willing to relocate to, one of the five Northwest states Pride Foundation serves.** Staff members in the greater Puget Sound region will have the option to work out of our headquarters office in Seattle in the future once conditions of the pandemic make in-person work safe again, and accommodations for home office or co-working space are made for all other team members.

Primary Responsibilities

The Grants Program Officer will be responsible for the successful execution of Pride Foundation's grantmaking strategies. This includes a significant amount of community outreach, thoughtful relationship building, and identifying new and emerging groups working across our 5-state region.

The GPO is also responsible for the day-to-day implementation of Pride Foundation's grantmaking strategies including conducting research, due diligence, and all communications with community partners and grantees.

Community Outreach and Relationship Building (40%)

- Lead development and evolution of region-wide outreach strategy in collaboration with the Grants team including sharing feedback, learnings, and working to integrating community knowledge into program strategies.
- Lead implementation of outreach plan and relationship building, including managing day-to-day communication with community partners/grantee partners and providing thoughtful and proactive support and technical assistance.

- Identify and build relationships with new and emerging organizations and groups that are in line with Pride Foundation's priority communities, in partnership with the Grants team.
- Coordinate and conduct check-ins and relationship building meetings with community partner organizations and grantees, including writing and maintaining reports, and distilling key learnings and trends in LGBTQ+ communities across the region.
- Implement Trust Based principles throughout all outreach, including actively researching and identifying Trust Based Philanthropy best practices and sharing recommendations for process evolution.
- Identify strategies for Pride Foundation to support the unique needs of non-501c3 or non-fiscally sponsored groups, including collecting expenditure responsibility information.

Grants Program Implementation and Project Management (30%)

- Lead implementation of all aspects of Pride Foundation's grantmaking programs and initiatives including participating in strategy development, outreach, administrative processes, and due diligence.
- Collaborate with Program Operations Manager to create, evolve, and maintain a platform for grants management, including tracking communications, contact and updates from community partners.
- As needed, support organizations in determining alignment with Pride Foundation's grantmaking programs, and in certain cases, providing additional technical assistance and support to organizations in securing funding from Pride Foundation.
- Collaborate with Director of Programs and Senior Communications Manager to share grants program stories, including messaging on outreach plans, program structure, and alignment with organizational mission and values.

Grantmaking Strategies (20%)

- Support strategy and development of new funding models and initiatives for Pride Foundation.
- Research grantmaking best practices including (but not limited to): Social Justice Philanthropy, Trust Based Philanthropy, and Participatory Grantmaking, and share recommendations for evolution of strategies and processes.

Organizational Culture and Racial Justice (10%)

- Understand and integrate racial justice into individual and team workplans, and broader strategic planning efforts.
- Commit to personal growth, learning, and transformation, taking initiative to expand your understanding of racial justice and related principles, issues, and practice and how they apply to your and our work.
- Meaningfully participate in caucus groups, organizational learning sessions, and other opportunities to shape our organizational culture.

- Work to acknowledge, address, and eliminate individual, institutional, and structural racism and its intersections with other forms of oppression in your and our work.
- Actively participate in evolving the organizational culture at Pride Foundation to be mission-focused, inclusive, values-aligned, and community-centered.
- Grow and apply the skills and practices needed to create an inclusive organizational culture including (but not limited to): clear and kind communication, giving and receiving feedback, mutual accountability, and self-care and boundaries.
- Contribute to developing a culture of philanthropy at Pride Foundation by incorporating friend and fund raising as appropriate throughout work.

Qualifications: Skills and Experience

The ideal candidate will have a mix of these skills, experiences, and competencies gained through paid and unpaid experiences.

- Demonstrated commitment to Pride Foundation’s mission and to building a racially just, equitable, and inclusive environment through all levels of the organization.
- Demonstrated understanding and experience working on issues related to intersectional social justice (including racial, LGBTQ+, gender, disability, economic, and/or reproductive justice.)
- Demonstrated experience working with LGBTQ+ communities and/or communities disproportionately impacted by injustice, including communities of color, trans and non-binary communities, indigenous communities and tribal nations, immigrant communities, rural communities, etc.
- 2+ years of experience in program management, design, and implementation
- 2+years of experience in community organizing and/or outreach, particularly within BIPOC, Two Spirit, trans, non-binary, intersex and/or gender diverse communities
- Strong experience building deep, trusting, and lasting community relationships, and the ability to collaborate and work as part of a team.
- Outstanding organizational skills, attention to detail, and the ability to manage multiple deadlines and priorities.

While not required, these are additional skills and experiences we are looking for in candidates:

- Experience working with communities in the geographical region of Alaska, Idaho, Montana, Oregon, and Washington, and/or across rural, small town, and urban areas.
- Experience working within the nonprofit or foundation community.

Salary and Benefits

Pride Foundation determines its staff salaries using the Washington Nonprofit Wage & Benefit Annual Survey. Each salary is based on the average of similar positions in organizations of

comparable size and are competitive for the field. For this position, the salary range is **\$62,000 –\$68,000**, depending on experience.

Excellent employer-paid benefits: medical (includes coverage of gender-confirming health services and procedures), dental, and vision coverage along with disability insurance, employer retirement account contribution, and option for employee to invest in an individual retirement account.

Pride Foundation has a 4-day, 32-hour work week, with the option for this position to be entirely remote (either set up to work from home or in co-working space), or to be based out of the Seattle headquarters. ***Candidates must reside within the 5-state region we work in, or be willing to relocate to the region.***

To Apply

Pride Foundation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities who are underrepresented in the field of philanthropy are encouraged to apply.

Send (1) letter of interest and (2) resume to the hiring manager for this role, **Kim Sogge at kims@pridefoundation.org** Please include “Grants Program Officer” in the subject line of your email.

In your letter of interest, please make it a point to address the skills and experiences you bring to this role, as outlined above. We would appreciate you specifically addressing:

- Your commitment to Pride Foundation’s work and mission
- Why you are interested in this role in particular
- How your lived and professional experience would make you successful in this role

Interested candidates are encouraged to submit their applications by **November 28th, 2021**. Applications will be accepted until the position is filled, though applications submitted after the deadline will be considered on a case by case basis. The positions will be filled as soon as the appropriate candidate is found, as the positions are available immediately.

For more information about Pride Foundation, please visit our website: www.pridefoundation.org.