



Program Officer Job Description *posted October 9, 2020*

Status: Full Time, Salaried and Benefits (includes healthcare, dental, vacation and retirement)

Reports to: Director of Grantmaking

Supervises: N/A

BACKGROUND

The Northland Foundation is a regional foundation serving the seven counties and five Tribal Nations of Northeast Minnesota. You can find out more about us at www.northlandfdn.org.

Nearly three years ago, the foundation engaged in an effort to build and strengthen relationships with Tribal Nations and Indigenous communities in our region. This involved extensive conversations with Tribal elected officials and staff, Indigenous leaders in philanthropy, nonprofit, and other sectors; study of our own and philanthropy in general's history of support to Tribal Nations and Indigenous-led nonprofits as well as best practices to improve support.

Led by a process design group of local Indigenous leaders, a set of recommendations of structure, strategies and guidance called Maada'ookiing – the Ojibwe word for distribution – were developed. For further background, the recommendations can be found at bit.ly/native-led.

This work is part of the foundation's broader strategy to address systemic racism in Northeast Minnesota in our grantmaking and other program areas.

The Northland Foundation is seeking a person to join our team as we launch Maada'ookiing to better engage and support the Indigenous communities and people in Northeast Minnesota.

PRIMARY RESPONSIBILITIES

Works with the Director of Grantmaking and Grant Committee to implement foundation strategies to invest more resources in Indigenous communities in Northeast Minnesota.

Works with the Director of Grantmaking on the establishment of the Maada'ookiing board to develop a grassroots grantmaking program to support work to strengthen Indigenous communities across Northeast Minnesota.

Serves as the primary staff person for the Maada'ookiing board to assist them in grant reviews and strategy refinement.

Manages the portfolio of grants to support Indigenous communities including Tribal nations, Indigenous-led organizations, and Indigenous grassroots activists. Activities include:

- initiates outreach to potential grantees,
- provides assistance in the application process,
- monitors progress of grantees, and
- organizes convenings to foster learning of grantees and Foundation.

Builds relationships with Indigenous leaders in the region to help connect them with Northland Foundation resources, and strengthen knowledge of needs, opportunities and successes.

Provides assistance in the application process, and monitors progress of grantees.



Assists in organizing convenings to (1) strengthen our work in Indigenous communities including in the areas of economic development and education, and (2) foster peer learning among grantees and the foundation.

Assists with grantmaking with our general priority areas including technical assistance to organizations before and after grant awards, grant review, and learning activities.

OTHER POSSIBLE DUTIES

The Northland Foundation is a dynamic organization that takes on special initiatives to meet the needs of communities and people in our region. We are looking to bring on a person who might also have abilities, experience and interest to help support our work in a variety of other areas that may include:

- Meeting Facilitation/Convening (Virtual/In-Person)
- Diversity, Equity, Inclusion/Anti-Racism Work
- Early Childhood/Childcare Efforts of the Foundation
- Development/Grant Writing
- Research/Reporting

KEY RELATIONSHIPS

Internal

Director of Grantmaking, Grants Manager, Grant Committee, Maada'ookiing Board, Director of Development and Special Projects, President, Vice President/Director of KIDS PLUS.

External

Nonprofits and public entities (i.e. schools, Tribal Nations) seeking and implementing grants; Nonprofits and public entities working in northeast Minnesota; Other foundations and grantmakers; Sector specific organizations (Minnesota Council on Foundations, Minnesota Council of Nonprofits).

LOGISTICS

Our office is located in downtown Duluth, but we offer the option to work remotely and have employees who live and work in communities across our entire region. At this time, because of the pandemic, all employees are working remotely as recommended by public health officials. Our main requirements are that you have stable, reliable internet and cell services. Additionally, this position will require some travel within our region.

DESIRED ATTRIBUTES

Experience working in and with Indigenous communities, including Tribal governments, in areas of individual and community wellbeing; youth and family programming; and/or community and economic development.

Strong oral and written communications skills.

Able to organize work on varied projects, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.

Comfort working with Microsoft Office software (specifically Word, Excel, and PowerPoint) and video conferencing (Zoom).



APPLY

If interested, we ask for the following:

1. In the body of an email, please write up to three paragraphs (about 3-7 sentences in each paragraph) telling us why you are interested in and about your qualifications for the position. You will not receive more or less consideration because of a longer or shorter email.
2. Attach your resume to the email or share a link to your LinkedIn profile, if you have one.
3. Please send your email to Grant Program Assistant/HR-Payroll, Julie Weisgerber:
julie@northlandfdn.org.

Application Deadline: October 23, 2020



Northland Foundation Maada'ookiing Grantmaking Guidelines and Governance

Purpose:

To inform the Northland Foundation's partnership with Tribal governments, Indigenous led nonprofits and grassroots groups in its service area.

Advisory Board:

The Advisory Board will comprise one representative of each of the Tribal governments within Northland's service area (Grand Portage, Boise Forte, Fond du Lac, Mille Lacs, Leech Lake). In addition, there will be three representatives of off-reservation Indigenous or closely affiliated individuals, with at least one being from the greater Duluth area. An additional Advisory Board position will be reserved for a member of the Northland Board of Trustees who brings experience in Native American issues.

Terms:

All members will serve an initial three-year term. If there is not natural attrition during the initial three-year term that result in subsequent staggered terms, the group will determine together a rotation schedule.

Officers:

The members of the Advisory Board will select the following officers to serve a one-year term: Chair, Vice-Chair and Secretary.

Chair: Develop meeting agendas and facilitate meetings. Serve as spokesperson for the Advisory Committee to Northland Foundation, and others as may be requested by Northland.

Vice-Chair: Facilitate meetings and agendas in the absence of the Chair, and other duties as may be agreed upon with the Chair.

Secretary: Responsible for the accuracy of recordkeeping of the Advisory Board.

Executive Committee:

The three Officers shall serve as an Executive Committee if necessary to advise the Northland Foundation on matter involving Indigenous grantmaking that are of an emergency nature or fall outside the normal and customary grantmaking of the Advisory Board.

Quorum:

A quorum of six members (out of nine) will be required to make recommendations for grants. A quorum can be achieved by electronic means, which include phone, video or email approval.

Attendance:

Every effort will be made to work with members schedules. Regardless, members who miss three meetings in a row will be considered as voluntarily leaving the Advisory Board.

Additionally, in any two-year period, members are required to attend a majority of the meetings.

Conflict of Interest:

A member of the Advisory Board must abstain from voting on grant requests that would provide a benefit for themselves or a member of their immediate family.

Respect for Tribal Sovereignty:

The Advisory Board will respect the inherent sovereignty of Tribal Nations. The Advisory Board will require that any grassroots organization seeking funding to operate within the borders of a Tribal Nation or on issues which may affect issues with strong Tribal equities have the approval of the Tribal Nation. The request should be accompanied by a Tribal resolution or letter of support by a Tribal elected official acting in their governmental capacity. If there is uncertainty about whether this clause should apply to a request, then the Northland Foundation should undertake consultation with the respective Tribal Nation.

Priorities Identified:

The following priorities were identified in consultation with Tribal leaders and off-reservation Indigenous leaders.

Tribal:

- 1) Economic Diversification: Tribes need education about how to identify and analyze economic development opportunities. Tribal access to capital remains an issue for Tribes economic development efforts.
- 2) Workforce Development: As a part of economic diversification and stability, workforce development and access to workforce remains a barrier to successful economic development. Training and analysis of workforce strengths and weaknesses is necessary for successful economic development.
- 3) Youth: Stable resources for a variety of youth development activity. Language and culture activities are prioritized as a way to build resiliency.
- 4) Young Adult: General gap in services to engage adults aged 21-35.

Off-Reservation:

- 1) Youth: There were no identifiable resources for off-reservation Indigenous youth.
- 2) Visibility and Education: There is a lack of positive, visible Indigenous presence in northern Minnesota. Broad civic engagement around Indigenous identity and issues would be beneficial.

Grassroots: Micro-grants are available to groups that do not have a legal nonprofit status, but are working to benefit Tribal and off-reservation Indigenous communities.

Strategies:

The Northland Foundation recognizes that in order to benefit the area's Indigenous peoples, that it must employ multiple strategies for affecting change. These strategies include:

- 1) Grant-making: Eligibility includes Tribes, Indigenous focused nonprofits and grassroots organizations.
- 2) Advocacy: The Northland Foundation can use its position to continue to advocate within its own circle of influence about issues facing Tribal Nations and Indigenous peoples.
- 3) Leveraging: Northland can use its influence to leverage its investments into Indian Country.
- 4) Institutional: Northland will continue to be a learning organization around issues facing Indian Country in order to be a effective ally.

General:

Northland will maintain a positive relationship with Tribal Nations and Indigenous communities by meeting with Tribal leadership and grassroots Indigenous groups at least once every two years. Based on these conversations, guidelines and priorities can be updated to remain relevant to current needs.