



<b>Position Description:</b>	<b>Program Officer</b>
Reports to:	Director of Grantmaking
Hours:	Full-Time
FLSA Status:	Exempt

## **ABOUT MEYER**

One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to accelerate racial, social and economic justice for the collective well-being of Oregon's lands and peoples. With current assets of approximately \$1 billion, Meyer has awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations since it was established in 1982 from the estate of Fred G. Meyer, founder of the Pacific Northwest retail chain that bears his name.

Learn more at [mmt.org](http://mmt.org).

## **POSITION SUMMARY**

The Program Officer is responsible for developing and managing relationships with nonprofits, peer funders and other community partners with a particular focus on work that advances justice across Oregon and related Native lands. This role will support the Director of Grantmaking and colleagues on the Program team to deepen Meyer's anti-racist and feminist lens, offering significant thought partnership across all Meyer's programmatic work.

The Program Officer creates partnerships throughout the community, helps to shape programmatic work in its building and development phase and centers those most impacted by injustice while generating strategies and solutions to enact our mission. The ideal candidate is interested in the broad array of fields and organizations that comprise the social sector and is intrigued by the nexus of organizational effectiveness, capacity building, the power of networks and the evolving strengths, needs and opportunities of Oregon's increasingly diverse communities.

## PRIMARY SCOPE

- Plan, manage and facilitate community engagement efforts with a specific focus on representing and integrating Tribal voices. Help design reciprocal learning structures, engaging community members in a way that allows their wisdom to shape Meyer's approach while also ensuring that Meyer remains accountable to the community.
- Cultivate strong community connections and presence — maintain a network of relationships, continually pursue new ones and identify opportunities to connect folks to each other. Respected and welcomed in Tribal communities.
- Work with Program colleagues to launch participatory grantmaking, which will require process design and implementation and hands on support for community members who engage as reviewers or in some other role.
- Serve as a main point of contact for applicants and grantees —from established to emerging grassroots-level organizations — listening, providing guidance, and assessing organizational capacity, needs, and goals for fit with Meyer's community-identified priorities and for making introductions to other funders or opportunities as appropriate.
- Identify ways to build capacity among grantees by developing and supporting shared learning and field building among grantees and other stakeholders. Convene grantees and partners around priority issues and develop infrastructure for peer support activities.
- Develop relationships with a broad range of public, private, nonprofit and workforce partners and work collaboratively to identify strategic approaches for advancing racial, social and economic justice.
- Frequently survey local, regional and national landscape to identify emerging innovations, policy opportunities and trends, furthering partnerships and cross-cutting work. Identify and support opportunities for Meyer to use tools beyond grantmaking, such as communications, research and convening to advance the mission.
- Work with colleagues to continue building a learning culture within Meyer. Actively support adoption of Meyer's learning strategy and practices as a necessary and ongoing component of community-centered work.
- Other duties as assigned.

## EQUITY

- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
- Participate in promoting a positive workplace culture of collaboration, innovation and respect.
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment (please refer to [Meyer's Equity Statement](#)).
- Engage in equity trainings and serve on related work groups as needed.

## **PREFERRED COMPETENCIES, SKILLS AND EXPERIENCE**

- Significant and distinguished work experience focused on advancing justice, including experience in the nonprofit sector and with Tribal communities.
- Comfortable with a high degree of ambiguity, seeing that as an opportunity to help build something new.
- Oriented toward action with a willingness to experiment and iterate.
- Flexible partner – comfortable with leading and supporting collaborative roles.
- A willingness to challenge conventional thinking coupled with the ability to collaborate effectively and encourage dialogue.
- Knowledge of, and experience with, implementing effective strategies for building organizational and sector capacities (e.g. strategic and programmatic planning, fund development, leadership development, policy engagement, network development and systems navigation). Understanding of and/or applied experience in organizational development, organizational life cycles, business cycles and nonprofit financial management. Experience assessing needs of, and providing technical assistance to, a broad range of organizations is preferred.
- Understanding of the roles of nonprofits in social change and of the relationship of equity and resilient organizations and communities. Experience with developing and applying justice-based strategies is desired.
- Cultural competence; second language is a plus.
- Demonstrated experience working effectively with a broad and diverse range of stakeholders, including marginalized/under-represented communities – especially those related to equity, community change and vibrant, inclusive communities.
- Equally strong creative and analytical skills, combined with a passion for finding new ways to further and support Meyer's programmatic work.
- A flexible team player that contributes to a strong sense of culture and community among staff, leadership and board. The highest level of personal and professional integrity for balanced and reasoned approaches to problems, ability to inspire confidence and establish credibility and openness to differing points of view.
- Outstanding written, oral communication and collaboration skills, interpersonal awareness, and excellent listening skills. A communication style that reflects clarity, authenticity, transparency and approachability.
- Deep respect for the nonprofit community and for the importance of its role as a partner with Meyer. Enthusiasm for building bridges between and among a range of public, private and philanthropic stakeholders.
- A strong work ethic, with high standards of accountability and a bias toward getting things done.
- Working knowledge of emerging practices and innovations in the philanthropic field, regionally and nationally. Experience with grantmaking would be a plus.

- Travel throughout the region and attendance at community and organization functions in the evenings and sometimes on weekends is required.
- Proficient in: Google Apps Suite, Microsoft Office, Apple computers and iPads.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.
- Work primarily from home or any quiet place while Oregon wrestles with the COVID-19 pandemic.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **TIME FRAME**

We're seeking to have a candidate in place by September 2022.

## **COMPENSATION**

Salary Range \$87k - \$109k

## **REWARDING BENEFITS:**

Meyer offers a comprehensive benefits package which includes: medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

**TO APPLY:**

**Interested candidates are invited to submit a cover letter describing interest in the role and how the mission of Meyer resonates for you.** Please include your resume highlighting experience, competencies and qualifications that meet the position's requirements. Please, no phone calls.

Please submit application materials in Microsoft Word (.doc) or Acrobat Reader (.pdf) format to the following email address: [programofficer@mmt.org](mailto:programofficer@mmt.org)

**APPLICATION DEADLINE:**

To be considered, Meyer must receive applications no later than 5 p.m. Pacific Standard Time on August 21, 2022.