



NVF Project Name: Hope and Heal Fund
Position: Program Officer
Location: California
Status: Full-time, Exempt
Reports to: Executive Director

Position Summary

The Program Officer (PO) will build, manage, and monitor a portfolio of grant programs aligned with the fund's strategy around gun violence prevention for all Californians with a focus on implementing a community-based, public health approach to gun violence prevention. The PO will be responsible for building new and strengthening existing relationships throughout communities across California. This position has the potential to assume responsibilities in other areas over time. This is a full-time exempt position and reports to the Fund's Executive Director.

We are looking for a passionate, talented and energetic person who will drive grantmaking strategies working with the Executive Director. We are looking to take the Fund to the next level to build upon the momentum we have established during our first two years of existence. The PO will also be responsible for working with thought leaders in California and across the country to determine how Hope and Heal can continue to add value to existing work to reduce gun deaths, injuries and trauma.

Essential Responsibilities and Tasks

Drive Hope and Heal Fund Grantmaking Strategy

- Drive and execute the Fund's grantmaking strategy working under the guidance and approval of the Executive Director and the Steering Committee.
- Be fluent in effective and emerging strategies on gun violence prevention that reduce death and injuries in communities and in homes (suicide, domestic violence).
- Develop strategies to achieve the Fund's goals, using the levers of philanthropy: identifying evidence-based models, deploying policy solutions to support advancement of these models, ensuring data and measurable outcomes are available to drive improvement efforts.
- Develop a portfolio of projects to advance the goals, including work to seed and spread innovation in impacted communities across California and work to research, evaluate, and share best practices. Projects require working with potential grantees to develop proposals (scopes of work, budgets, workplans), preparing proposals for internal peer review (requiring concise and compelling writing), and ongoing communications and oversight of the project, all while learning and correcting course when needed.



Thought Leader and Community Cultivation and Relationship-Building:

- Form deep, meaningful and authentic relationships among California thought leaders, researchers, and community leaders involving high touch tactics that include both in-person and phone interactions.
- Build and maintain expertise in the field of gun violence prevention. Develop relationships with colleagues working on this issue in California and nationally to understand practice and policy issues, barriers, and solutions, and cultivate partners to help drive change. Keep abreast of key trends and activities in California gun reform legislation and criminal justice reform legislation.
- Respond to requests for information and assistance, troubleshoot, and connect people to resources.
- Participate in and present at local, state, and national meetings and conferences.

Relationship Management:

- Maintain a robust database of contacts with detailed notes.

Minimum Qualifications

The ideal candidate will possess most of the following:

- Excellent writing, editing, analytical, and oral communication skills, including the ability to collect, review, synthesize, and present information and findings, and translate complex ideas into clear, easy-to-understand concepts
- Demonstrated experience independently developing and managing complex projects: setting goals, developing strategies, managing tasks, tracking workplans and measuring outcomes, adjusting as needed based on progress. Ability to translate concepts into actions, with the courage to take calculated risks
- Learning orientation with the ability to adapt quickly to change; strong appetite for complexity, and tolerance for uncertainty
- Ability to multitask and to meet deadlines, as well as demonstrated resourcefulness in setting priorities; strong organizational skills and exceptional attention to detail
- Ability and willingness to travel approximately 1/3 of the time mainly in California and some travel to conferences outside of California
- Ability to work independently and remotely
- Personable, engaging and compassionate
- Expert listener
- Passion for gun violence prevention
- Five to seven years of experience in organizing and/or grantmaking.
- Adept team player with excellent interpersonal skills and able to work in diverse environments
- Spanish language fluency not required, but strongly desired



Salary and Benefits

Salary is commensurate with education and work experience. The Hope and Heal Fund provides a benefits package that includes medical, dental, vision, disability, life and long-term care insurance; paid time off; and retirement benefits.

To Apply

To apply for a position at the Hope and Heal Fund, please submit your interest via our by sending your resume, cover letter and salary requirements to info@hopeandhealfund.org by Friday, June 7, 2019. Unless otherwise noted, we will accept resumes until the position is filled, and we will try to let you know the status of your application in a timely manner. Candidates who pass the initial screening will be asked to submit writing samples prior to interviews.

This position is a remote/home office position and the candidate must live and reside in California.

New Venture Fund Careers

The Hope and Heal Fund is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.