

Greater Twin Cities United Way

404 South Eighth Street
Minneapolis, MN 55404
(612) 340-7400



OUR COMMUNITY

We live in a world where division, disparity, and poverty affect everyone. When we unite as changemakers at Greater Twin Cities United Way, we can disrupt systems, unlock human potential, change narratives, create equitable solutions, and advocate for policies that result in lasting change.

As an interconnected community focused on equity and inclusion, we can draw from our best minds, courageous leaders, responsive services and collaborative partnerships, and bring forth working solutions to shape our future together.

YOUR ROLE IN PARTICIPATING: Program Officer, Holistic Grantmaking

YOUR DEPARTMENT: Community Impact

YOUR REPORTING MANAGER: Associate Director, Holistic Grantmaking

OUR MISSION AND VALUES

MISSION: Unite changemakers, advocate for social good and develop solutions to address the challenges no one can solve alone.

VALUES: Equity, collaboration, agility, and transparency

PRIMARY PURPOSE OF YOUR ROLE

Greater Twin Cities United Way envisions a region where all individuals can thrive regardless of race, place, or income, and focus our vision on five impact areas: housing, food security, economic opportunity, career & future readiness, and early childhood education. Program Officers are responsible for Community Impact outcomes in support of this vision. As the primary relationship-holder with nonprofit grantee partners, Program Officers work in close collaboration with community members, coalitions, government entities, donors, volunteers, and the GTCUW team to create positive impact that builds nonprofit capacity and disrupts inequities in the nonprofit ecosystem. The Program Officer will serve as a community content expert and inform the overall Community Impact grantmaking strategy and will hold relationships across all five impact areas.

ROLE ACCOUNTABILITIES

Grantmaking & External Relationship Management (35%)

- Foster partnerships toward building a robust network of community members, nonprofits, coalitions, funders, government entities, volunteers, and people with lived experience of systemic inequities for the purpose of amplifying opportunities and influencing GTCUW strategy.
- Build and maintain relationships with current and potential grantee partners, providing individualized supports, resources, connections, and thought partnership based in curiosity, transparency, and trust.

- Manage a portfolio of grants including supporting the development and execution of RFP strategy and processes, data analysis and learning/measurement (review, understand and interpret grantee data) and visits with grantee partners.
- Lead special initiative grantmaking as assigned, including collaborating on strategy development, partner engagement, and grants management.
- Communicate a clear, compelling and concise vision of our work, our community's strengths and opportunities for change verbally, in writing and through various presentation methods.
- Recommend improved design, implementation and overall effectiveness of GTCUW grantmaking.

Learning & Field Building (35%)

- Provide thought partnership to grantees and other community partners with an eye towards nonprofit capacity building by communicating effectively, celebrating successes, problem-solving, and facilitating collaboration.
- Stay connected to grantees and others leading community work by being a presence in the community and activating on opportunities to learn alongside partners.
- Represent GTCUW in external coalitions and other field building collaborations, including leading or facilitating external stakeholder meetings.
- Facilitate the sharing of best practices, community trends and the work of grantees within the Community Impact team, coalitions, and the broader community.

Internal Collaboration (25%)

- Collaborate closely with Community Impact colleagues on grant operations, events, learning and evaluation, relationship management and strategy in service of a united Community Impact vision.
- Support the formation and execution of a policy and advocacy agenda alongside the Advocacy & External Engagement team.
- Proactively and purposefully collaborate with internal teams including Advancement, Marketing and Communications, Volunteer United, and Finance.
- Partner closely with fundraising teams to generate additional resources for key work and in ongoing donor stewardship.
- Produce written materials and verbal presentations as requested.
- Manage the execution of event logistics in partnership with Community Impact Operations and the External Engagement team.

Other (5%)

- Attend GTCUW trainings and events.
- Support GTCUW's mission, vision, and objectives.
- Engage in other duties as assigned to support internal and external work that is responsive to community strengths and opportunities.

COMPETENCIES THAT SUPPORT YOUR WORK

- 5+ years of experience in program management and/or grant making strategy in a nonprofit environment. Direct service experience or lived experience in the area of food security, and/or economic opportunity preferred.
- Knowledge of the local nonprofit landscape and solutions for addressing inequities in the food security or economic opportunities areas preferred.

- Experience addressing systemic inequities.
- Embody GTCUW core values of equity, agility, transparency, and collaboration.
- Commitment to social justice.
- Excellent verbal and written communication skills including public speaking.
- Demonstrated project management skills.
- Excellent relationship management skills.
- Knowledge of data collection processes and analysis skills to track trends and outcomes.
- Ability to relate to and work with a diverse group of stakeholders.
- Ability to work outside traditional business hours as needed.
- Ability to travel within the nine-county metro area using your own vehicle. Mileage is reimbursed.
- Key competencies include: action oriented, communicates effectively, collaborates, demonstrates self-awareness, strategic mindset, decision quality, instills trust, plan and aligns, values differences, manages complexity, interpersonal savvy, and nimble learning.

HOW TO APPLY

Please email an updated resume to Juli Durda at juli.durda@gtcuw.org with “Program Officer, Holistic Grantmaking” in the subject line.