

## **WORK FOR SOCIAL CHANGE**

### **PROGRAM OFFICER POSITION With Common Counsel Foundation**

The Common Counsel Foundation seeks an experienced, enthusiastic individual to join a dynamic team committed to making an impact in the philanthropic sector and social change community. If you are a highly capable individual seeking a challenging, fast-paced and demanding environment where resourcefulness and independence are essential – you will find this opportunity exciting.

Located in historic Preservation Park in Oakland, California, the Common Counsel Foundation (CCF) is a consortium of small family foundations and individual donors that support a variety of economic, social, environmental justice and sustainability initiatives across California and the Western States. Common Counsel members currently make approximately \$1.5 million in grants annually. In addition to its grantmaking programs, CCF operates two residential retreat programs for social change organizers and writers: the Windcall Institute and the Mesa Refuge.

Common Counsel is known and respected for its timely, responsive and collaborative grantmaking; support for grassroots movement building through small, strategic grants and retreat programs; shared values between staff, board and programs; and for its focus in specific issue areas that range from living wage campaigns to immigrant rights, voter education, civil rights, environmental organizing (especially in Native American communities across the West), and campaign finance reform. Grantmaking collaboratives are formed between both grantmakers and retreat programs, fostering synergy between the Abelard and Acorn Foundations, the Penney Family Fund, the Honig Fund and the Grassroots Exchange Fund.

#### **Core Responsibilities**

The Program Officer works closely with the Executive Director and Program Associate on all aspects of Common Counsel's programs including grantmaking, the Mesa Refuge and Windcall retreats, and new fund development. The core responsibility of the Program Officer is the strategic and efficient implementation of Common Counsel's grantmaking program, which currently consists of approximately 200 grants per year. Regular responsibilities include:

1. Lead grantmaking strategy and program – develop goals, objectives and activities.
2. Supervise Program staff in CCF grantmaking and resident program management. Oversee client services and grants administration.
3. Supervise and participate in all aspects of the grantmaking process, including screening proposals, grantee due diligence, analyzing grantee progress reports, interviewing potential grantees, writing and preparing docket (grant recommendation books), docket presentation at foundation meetings, preparing grantee lists.

4. Track sector trends and foster relationships with sector leadership.
5. Support ED in overall organizational development strategy, program planning and new fund development.
6. Respond to inquiries and requests for information (via phone, mail, email) by trustees, grant-seeking organizations, organizers, and sector colleagues.

The ideal candidate will have a work history in the philanthropic or non-profit sector and will demonstrate a commitment to human rights, the protection and preservation of the environment, environmental justice, and economic justice. Prior grant making and/or organizing experience with a community-based social change organization are preferred. The qualified candidate must be able to work collaboratively with trustees, philanthropic donors, grantees and other foundation colleagues. She/he must be able to manage multiple and competing priorities, work well under pressure with a variety of individuals and balance multiple deadlines. Prior project management and docket writing/editing experience required. Strong planning, analytical and written and verbal communication skills are necessary. Proficiency in using Microsoft programs (Word and Excel) and Filemaker Pro databases is required. Prior experience with MacIntosh computers is preferred, but not required. Occasional travel for board meetings and national conferences may be required.

As the primary point of contact for family trustees and CCF grantees, the Program Officer must demonstrate resourcefulness, patience and discretion. Common Counsel staff values a sense of humor, enthusiasm, attention to detail, high standards and a willingness to work as a team.

### **Salary and Benefits**

The Program Officer position salary is \$48,000-\$55,000 depending on experience. Common Counsel Foundation offers a flexible schedule, plus generous health, dental, vision, retirement, and vacation benefits.

Please send via e-mail, a cover letter, resume, short writing sample (including docket write-ups if available) and three references to Search Committee at [admin@commoncounsel.org](mailto:admin@commoncounsel.org) by April 11, 2008.

Or via US mail:  
Common Counsel Foundation  
678 13th Street, #100  
Oakland, CA 94612.

[www.commoncounsel.org](http://www.commoncounsel.org).

No telephone calls, please.

Common Counsel Foundation is an equal opportunity employer.