

June 2019



Program Officer – Disability Inclusion Fund (DIF)

About Borealis Philanthropy

Borealis Philanthropy works as a partner to philanthropy, helping grantmakers expand their reach and impact. As a philanthropic intermediary, Borealis helps connect grantmakers to organizations that meet their mission. We provide a high level of service to our funders and grantees by conducting our work in a manner that is collaborative, transparent, and accountable. We respond promptly to the needs and interests of our partners by staying abreast of changing policy and social landscapes. We educate grantmakers and non-profits organizations on the important role intermediaries play in the philanthropic sector, and endeavor to share our knowledge with the broader field. In carrying out this vision, we ultimately hope to change the way philanthropy works.

Overview of the Position

The Program Officer will lead the programmatic work of the Disability Inclusion Fund, which is situated within the Movement Building Initiatives at Borealis Philanthropy and currently includes our Transforming Movements Fund, Black-led Movement Fund and Fund for Trans Generations.

The Disability Inclusion Fund supports U.S. groups run by and for disabled people that are working to strengthen the disability justice movement by building the power of representative organizations and elevating the voices of disabled people within public life. Housed within the Borealis Movement Building Initiatives, the fund will also support bridge-building among activists working within and across other movements. The fund also seeks to advance disability inclusion in philanthropy with collaborative learning around programmatic and operational inclusion.

Reports to: Director of Movement Building Initiatives

MAJOR RESPONSIBILITIES:

Grantmaking:

- Work closely with DIF grantmaking committee (comprised equally of funders and movement activists) in the overall design and implementation of grantmaking and related activities.
- Lead the design and implementation of DIF funds grantmaking program including:
 - Design the Request for Proposals (RFP) sent to prospective applicants.
 - Identify new applicants for grantmaking rounds.
 - Review proposals submitted by grant applicants; make site visits, as appropriate.
 - Prepare written summaries and analysis documents of grant applications for recommendations docket to donors.
 - Develop and implement organizational and leadership development component of grantmaking.
- Communicate with the advocacy community – grant applicants and others and serve as a principal contact with grantees.

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- Ensure all grantee documentation is in compliance with legal requirements.
- Lead and oversee the development of grantee technical assistance, capacity-building, and peer-learning activities.

Donor Committee Management:

- Work with the Borealis staff team to plan and execute donor meetings - draft meeting agendas, facilitate meetings, report back, etc.
- Manage donor relations and ongoing communications with DIF fund donors.
- Help identify other potential funding opportunities where applicable.
- Prepare information for submission of proposals and grant reports to funders.

Staff Oversight:

- Oversee and supervise the work of the Disability Inclusion Fund Program Associate.
- Provide regular, ongoing feedback and check ins with Disability Inclusion Fund Program Associate.

Donor Relations and Fundraising:

- Help identify other potential funding opportunities and meet with prospective donors where applicable
- Prepare information for submission of proposals and grant reports to funders.
- Coordinate learning opportunities, as needed, with Presidents' Council on Disability Inclusion in Philanthropy

Community Relations:

- Conduct the necessary due diligence on the issues the funds address – report back on findings to donors and Borealis staff team.
- Represent Borealis Philanthropy and DIF in grantmaking networks– help disseminate information about Fund's philosophy and activities.
- Keep current on issues of importance to DIF's mission by participating in relevant meetings and conferences.

Qualifications:

- At least 5 years' experience in nonprofit sector/community work or philanthropy.
- Experience with and strong interest in Disability Inclusion and Justice, intersectional organizing, equity and advocacy.
- Demonstrated project management skills.
- Excellent interpersonal skills and ability to work with a range of groups, including donors, consultants and community leaders.
- Experience working with diverse communities.
- Strong communications skills, both written and oral.
- Strong ability and desire to work in a team environment.
- Excellent planning and organizational skills, ability to manage multiple tasks and priorities.
- Ability to work virtually, with a staff team located in different parts of the country.

Compensation and Benefits:

Status: Full-time, Regular, Exempt, benefits eligible

Salary Range: \$90-115k

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Benefits include: Health Insurance, Dental Insurance, Medical and Dependent Care Flex Spending Account, Trans Health Benefit program, 401k plan, Short and Long Term Disability Insurance, Life and AD&D Insurance, 12 paid holidays plus the days between Christmas and New Year's, paid parental leave, and a generous PTO program.

Commitment to Disability, Diversity, Equity, and Inclusion

Borealis is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, please contact [HR@borealisphilanthropy.org].

Borealis is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.

HOW TO APPLY

Position open until filled. We encourage applications on or before **July 11, 2019**.

Please email the following materials to HR@borealisphilanthropy.org and indicate:

“DIF Program Officer – Name” in subject line of email and attach:

- Cover letter detailing your experience and qualifications
- Resume
- A writing sample on disability inclusion and justice.
- Links to 2 - 3 articles, videos, and/or resources that reflect your interest and perspectives on disability justice and activism (these do not need to be authored by you).