**ORGANIZATION HISTORY**

In 1983, leaders in North and Northeast Portland, Oregon noticed many philanthropic organizations were providing minimal support to communities of color. To combat this inequality, those same leaders started the Black United Fund of Oregon (BUF) to channel charitable funds to communities of color and other underserved communities. BUF recently began its 38th year of operations.

BUF accomplishes its mission through several response areas including youth education, youth advocacy, and the resiliency and advancement of BIPOC communities. Specifically, our youth programs include post-secondary workshops, mentorship, informational outreach, and professional networking for youth and young adults (age 14-24). We also provide post-secondary college and vocational training scholarships and support for students. In addition, BIPOC and women-led nonprofit organizations access mentorship and support.

2828 NE ALBERTA ST. | PORTLAND, OR 97211
through a variety of initiatives including grant-making and fiscal sponsorship. Currently, our programs are open to anyone throughout Oregon and Washington states, with most participants residing in Multnomah, Washington, or Clackamas counties. BUF is a member of the *Northwest Justice Funders Collective*, a group of eight Northwest-based grassroots funders who are together, the foundations explicitly and intentionally funding Black, Indigenous, POC, LGBTQIA2S+ persons, women, immigrants and refugees, and/or grassroots groups working for justice.

Lastly, BUF is in the midst of strategic growth, rebranding, and expansion, creating an exciting opportunity for you to put your fingerprint on programming progression and the foundation as a whole.

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**ORGANIZATIONAL MISSION & CORE VALUES**

The mission of BUF is to “*assist in the social and economic development of Oregon’s underserved communities and to contribute to a broader understanding of ethnic and culturally-diverse groups*”. BUF values integrity; a commitment to excellence; the empowerment of Black and other POC communities; possessing an inclusive perspective; a historical lens and future visioning for justice; and community partnership. Additionally, a desire to learn is always valued and supported.

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**ORGANIZATIONAL CULTURE**

Our engaged team of professionals is looking to add a new teammate who is straight-forward, data-driven, collaborative, has a strong sense of self-agency, is detail-oriented, has a strong work ethic, and has a great sense of humor. We are passionately excited about - and committed to - the legacy that grounds our work. We strive for excellence in our 4 “E”s: to *equip, empower, encourage*, and *engage*. If you are looking for an authentically autonomous yet team-work oriented environment, you’ve found it! While each of us has our area of expertise, our small size allows us to be highly collaborative. Our bi-weekly team meetings are an opportunity for
whole-team engagement, where we share our ‘roses and thorns’, and seek and receive input on individual and collective next steps. This work is ever engaging and occasionally challenging but having passionate and dedicated colleagues to share it with makes all the difference. We offer a casual dress work environment (but we also know how and when to ‘dress to impress’), a flexible work schedule including a mix of in-office and remote location, and, through our NAO membership, frequent opportunities for professional development, among other perks.

BUF has an active and engaged 10-member board of directors (including four subcommittees) providing fiduciary oversight and further collaboration. Currently, there are six full and part-time staff led by the President & Chief Executive Officer Dr. LM Alaiyo “Dr. A” Foster. (Read more about our team at www.bufor.org/staff.) We also have several contractors who support the organization with development, marketing, design, and programming support, and maintenance.

If this sounds like an ideal team during a particularly exciting period of organizational development, we want to hear from you!

JOB PURPOSE / CONTEXT

The Community Justice & Equity Coordinator plays a unique, critical, and public-facing role in the foundation. BUF is launching a Community Justice & Equity Program which will provide direct support to BIPOC business owners and community members.

In August 2020, BUF was selected as one of two organizations statewide to distribute funds from The Oregon Cares Fund (TOCF). TOCF provides cash grants to Black individuals, Black-owned businesses, and Black-led nonprofit organizations who have experienced financial adversity due to COVID-19. The Fund is designed and led by Black leaders for the Black community and seeded by Federal CARES act relief funding. Despite several lawsuits attempting to block the fund as unconstitutional, as of April 2021 the Fund has allocated $49.5 million to 15,600 Oregonians (more than 33,000 when dependents are included), 488 businesses, and 103
nonprofits that submitted applications and met the criteria. In at least one case, a Black business owner reported that the fund saved their life.

While administering the fund, administration and staff noticed many business owners did not have the documentation or knowledge needed to apply for or accept government relief funding. The difficulty of navigating an emergency situation and a complex government relief package is compounded by historic marginalization, unequal access to resources including financing, and other assets that support a thriving business. Many worthy individuals and businesses that needed government support were not able to fully access support during the short timeline required by law (August 27 – December 31, 2020). After discussion with Oregon Consumer Justice (OCJ), BUF created a position to better prepare the BIPOC community for future emergencies.

OCJ has provided funding for a Coordinator for one year. Continuation of this position after year one is not guaranteed and depends on both fundraising resources and the success of the program. Despite these limitations, this position provides the right candidate a dynamic opportunity to work directly with the community and to make a real difference in building Oregon’s goals of justice, equity, and resiliency. The Community Justice & Equity Coordinator will be responsible for both building the capacity of the program internally as well as working directly with community members needing support. This position will require organization, great initiative & ambition, strong communication, ownership, community engagement (including public speaking), general networking, data collection, and strong attention to detail, among other skills.

PRINCIPAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS (*)

Contribute to the organization’s success by demonstrating BUF values while successfully achieving the following major job functions:
Community Support Program administration

1. Internal work
   a) Research and best practices – Identify effective program parameters and guidelines; work in the organization’s cloud system to create templates and key documents related to the project; collaborate with organization stakeholders to collect institutional and lived knowledge related to the project.
   b) Program documentation – Collect photographs, impact statements, success stories, and other measures to show the program’s impact; work with BUF’s videographer to collect video footage of program activity; work with BUF’s contracted graphic designer to create program documents and flyers.
   c) Evaluation – Set short-term and long-term program goals; develop methods of success measurement; collect and analyze program data; recommend improvements to advance program effectiveness.
   d) Fundraising – Work with BUF’s development team to support activities related to the program and its funding.

2. External work
   a) Community support (business) – Work with BIPOC-owned businesses and business owners from other historically marginalized groups to respond to their needs, identify areas for improvement, and support their capacity-building processes.
   b) Community support (individual) – Work with BIPOC-identifying individuals and others from historically marginalized groups to respond to their needs and find resources for redistribution to the community; act as the main contact for individuals reaching out to BUF for support.
   c) Partnerships – Develop local and state-wide partnerships related to the program that strengthen its effectiveness as well as the capacity of BUF as an organization including managing the BUF role in the PDX AfroTech Alliance including working

1 *Percentages are approximate.
with African American XY (AA-XY) program staff to maintain the registry and enrollment of Black CBOs into the Mentoring Information Management System (MIMS) registry & liaising with the Justice Oregon for Black Lives Initiative (Meyer Memorial Trust) staff in partnership with the BUF CEO.

d) Volunteers – Work with BUF’s Volunteer Coordinator to provide volunteer opportunities for individuals and groups related to the project; assist with volunteer management and activities to strengthen the volunteer program.

(10%)* Fundraising support and organization development

a) Seek input from internal stakeholders and act as a key contributor to cross-departmental concerns.
b) Work with IT and Accounting, as necessary.
c) Perform other duties as assigned, including ad hoc and other staff collaboration on annual fundraising events as well as other community engagement events.
d) Attend networking/development events.

ESSENTIAL FUNCTION SKILL REQUIREMENTS

Demonstrated Skills:

Must be proficient in spreadsheet and word processing systems, ideally Excel and Word; ability to input and retrieve data from spreadsheet formats; format and produce correspondence using current word-processing applications; perform basic math functions; proofread and edit for spelling, punctuation, and grammar; organize workload and prioritize tasks to meet changing priorities and deadlines; ability to work independently as well as in collaboration with peers and team members; Good critical thinking/analytical skills; independent, detail-oriented, focused. Ability to develop, analyze, and summarize data; clearly communicate, and work effectively and respectfully with internal and external stakeholders.
Ability to:

Learn and apply a broad knowledge of administrative procedures and office operations; multi-task and prioritize to meet multiple demands while dealing with time constraints and changing priorities and deadlines; gain comprehensive knowledge of BUF functions, resources, and practices; deal with frequent interruptions; maintain confidentiality; provide excellent “customer service” while interfacing with the public as well as various stakeholders; remain flexible to deal with changing needs; exercise good judgment and sound decision-making; anticipate and plan for upcoming deadlines; complete work with minimal supervision.

Working knowledge:

Must have a knowledge of current government support programs and resources available in Oregon to BIPOC and other groups experiencing marginalization.

Advanced knowledge:

Must have advanced knowledge of small business best practices, accounting standards, and government-funded business relief programs.

QUALIFICATIONS & QUALITIES

Required:

Detail-oriented; highly-organized; excellent verbal and written communication skills; punctuality and professionalism; ability to work with minimal supervision; advanced skill in the use of Microsoft Office and Google Suite; ability to think creatively and use limited resources to their fullest potential (efficiency); ability to pass a pre-employment background check, and a passion for Black United Fund of Oregon’s mission and objectives; willing to commit to full-time work (40 hours/week) for the period of one year (12 months) with the understanding the position may not continue after that time.
Preferred:

Experience in a nonprofit setting; experience in a small business setting; an insured driver with their own reliable transportation, experience working within Black, Indigenous, and other POC communities.

WORKING CONDITIONS

Work performed primarily in an office environment at the main BUF office building; remote options available following successful completion of the probationary period and when appropriate.

POSITION IN ORGANIZATION

Position reports to: Chief Executive Officer

Number of employees directly supervised: 0 at the time of this posting; position is promotion eligible depending on funding after year one.

Number of employees indirectly supervised: 0 at the time of this posting; position is promotion eligible depending on funding after year one.

Number of employees provided work direction: 5 Volunteers; in consultation with the Chief Executive Officer, contractors.
HOW TO APPLY

No phone calls, please. Email application packet to kristin@bufor.org, ATTN: Community Justice & Equity Coordinator

A complete application packet includes:
- Cover letter addressing interest and qualification for the position (2-page max.)
- Salary requirements
- Resume/CV
- Incomplete application packets will not be reviewed.

Applications reviewed as received; position is open until filled. The anticipated start date is September 13, 2021.

The Black United Fund of Oregon is an Equal Opportunity Employer. Members of historically underserved communities and/or BIPOC individuals are encouraged to apply.