Position Announcement
GULF SOUTH PROGRAM OFFICER

Reports to: Co-Director
Classification: Full-time, Exempt
Location: Ideally based in Texas or Louisiana; Distributed org
Apply by: June 1, 2023. Send resume and cover letter to careers@hivefund.org

ABOUT THE HIVE FUND

The Hive Fund for Climate and Gender Justice is a specialized intermediary that raises funds and makes grants to groups that are building power to accelerate an equitable transition to cleaner, renewable energy and rein in dirty energy in the US South, where pollution levels and clean energy opportunities are high and funding levels are low. In partnership with nearly two dozen donors, a broad array of advisors, and seven full-time staff members, the Hive Fund provides multiyear, general support to more than 100 grantee partners primarily in Texas, Louisiana, Georgia, and the Carolinas — states that contribute more than 20 percent of the nation’s climate pollution. More than 75 percent of this funding flows to organizations led by Black, Brown, Indigenous, and Asian American and Pacific Islander women, impactful leaders that have historically been overlooked and undervalued by philanthropy.

ABOUT THE POSITION

The Gulf South Program Officer will manage an annual grantmaking portfolio anchored primarily in Texas and Louisiana, where oil, gas, and petrochemical pollution is in danger of increasing dramatically in the coming years. Groups in the region have asked for support to stop this expansion and promote a just transition toward a cleaner, healthier, safer, and more equitable future. Working within a participatory decision-making structure, the program officer will collaborate with co-directors and other Hive Fund staff, grantee partners, allied funders, and others to provide multi-year general support grants to an ecosystem of grantee partners working to reduce harmful pollution and build a healthier and more just society. The Gulf South Program Officer will also engage with grantee partners to understand how progress is happening and help craft compelling stories of collective progress and impact.
The ideal candidate for this role someone who:

- Is interested in issues related to environmental and climate justice as it related to oil, gas, and petrochemical industries
- Enjoys creating and revising written grant-making strategies within a growing organization and in the context of a rapidly changing external environment
- Enjoys travelling and connecting with networks of nonprofit, philanthropy, academic, and other experts working in this field
- Relishes opportunities to create new strategies and systems
- Is inclusive bridge-builder who approaches new situations with humility and faces challenges with courage and humor

**ESSENTIAL JOB FUNCTIONS**

**Grant Strategy & Partnerships**

- Build trusting relationships with existing and prospective new grantee partners, Hive Fund advisory group members, regional stakeholders, and others to co-create grant-making strategies and approaches consistent with the Hive Fund’s mission, values, and theory of change.
- Serve as the lead facilitator, consensus-builder, researcher, writer, and peer review manager of semi-annual Hive Fund strategy memos and grant docket recommendations.
- Work with consultants, practitioners, and other experts to identify opportunities to provide supplemental [Healing Justice and Holistic Security](#) funding.
- Collaborate with grantee partners to support the development of grantee-driven ways to track progress and collect data and stories. Contribute to Hive Fund collective progress-tracking efforts.
- Support grantees as needed with capacity-building, introductions to other funders, and connection to additional resources.
- Facilitate connections and partnerships across the region to support an emerging regional ecosystem.
- Partner with the Hive Fund’s Senior Gulf South Program Officer for Climate and Economic Justice, as well as other Hive Fund program officers to identify and lift up learnings across regions.

**Grants Management**

- Ensure adherence to the highest standards of integrity in managing internal grant-making procedures, including acquisition and management of appropriate documentation; maintaining internal grant budgets and data entry; conducting timely processing of grant reports and renewals.
- Work with Hive Fund leadership and consultants to design new grantmaking programs and areas of specialization as needed.
Funder Engagement

- Support Hive Fund’s fundraising by providing timely and accurate data and stories of impact and contributing to grant writing and funder reporting.
- Contribute written content to the Learning Lab, an online hub where we share insights, ideas, challenges and learnings from our grantee and funder communities.
- Work closely with funders in the Gulf South Region and across the country to promote the expertise and strategies of grantee partners and the Hive Fund to shift philanthropic practices and increase giving to those on the frontlines.
- Participate and play a leadership role in networks with aligned funders, including regional associations of grantmakers and issue-specific funder tables.

QUALIFICATIONS & CHARACTERISTICS

Ideally, the program officer will have a mix of these core experiences and skills to support their ability to thrive in the role:

- Lived and work experience relevant to climate, gender, and racial justice in the Gulf South, particularly Texas and Louisiana, reflected in a clear commitment to the mission of the Hive Fund.
- 8+ years of grant-making, grant-seeking, nonprofit and/or philanthropic experience preferred, ideally within the climate, gender, and racial justice landscapes.
- Familiarity with power-building strategies, policy advocacy, and systems change work. An interest in issues related to reducing pollution from oil, gas, and petrochemical industries.
- Highly collaborative work style with outstanding relationship-building skills, experience contributing to a positive organizational culture, and the ability to operate as a peer and thought partner to the co-directors, grantee partners, funding partners, and external constituents with the highest levels of integrity.
- Outstanding oral and written communications skills, along with strong facilitation skills and experience leading participatory, inclusive, and collective decision-making processes across a diversity of backgrounds and approaches.
- Proven project management abilities to ensure priorities are clearly understood by internal and external stakeholders and that grant-making programs advance on time and on budget.
- Strong emotional intelligence, humility, and commitment to supporting the expertise of grantee partners, community-based leaders, and inclusive and participatory decision-making processes.
- Ability to develop a long-term vision and understand the role of grant-making in moving it forward. A thinker and a doer who understands the role philanthropy can play in achieving climate, gender, and racial justice.
- Ability to learn new areas and approaches quickly and pull in outside expertise as needed.
WORK ENVIRONMENT, SCHEDULE & TRAVEL

The Gulf South Program Officer will be an employee of the Hive Fund’s fiscal sponsor, the Windward Fund. This is a salaried position with comprehensive benefits. As a distributed organization, our team members currently work remotely embedded in key regions across the US and mainly work from home or in co-working spaces. The Hive Fund will provide necessary office equipment and supplies for remote work and work in co-working spaces. Approximately 25-30% travel is ideal to support an intentionally distributed workplace with up to three annual staff gatherings; to build trust and relationships by meeting grantee partners in their communities; and to attend conferences and other learning and networking events. Reasonable accommodation will be made for individuals with disabilities, caregiving responsibilities, and those who reside in rural areas.

COMPENSATION & BENEFITS

The Hive Fund’s compensation practices support staff in thriving and are part of living into the just, equitable world we are actively creating. These practices are guided by the Fund’s six core values, especially transparency, equity, and healing & security. The salary range for this position is $155,000 to $165,000, commensurate with qualifications, along with a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

COMMITMENT TO EQUAL EMPLOYMENT

In alignment with our core values and approach, the Hive Fund is committed to a diverse, collaborative, and sustainable work environment. We recruit and hire with an understanding of systemic oppression and of the lived reality of people with marginalized identities and strongly encourage all to apply, especially Black, Brown, and Indigenous people; queer, trans, and gender non-conforming people; intersex people; people with disabilities; and formerly incarcerated people.

The Hive Fund is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. Windward 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. Windward’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.

COVID-19 POLICY

To center the safety and well-being of its employees, Windward Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@windwardfund.org.

HOW TO APPLY

Email a cover letter and resume by June 1, 2023 to careers@hivefund.org. We invite you to lift up relevant qualifications not specified in this announcement that might make you ideal for one of these roles in your cover letter. Put “Gulf South Program Officer” in your subject line. One combined PDF file is preferred. Candidate review begins immediately. Beginning in early June, advancing candidates may be invited to participate in two rounds of interviews. Finalists may also be asked to respond to an advanced assignment related to a real-time challenge that the program officer would face in this role. We hope to have a new program officer joining our team around the end of June.