



Transforming Power Fund is hiring a Program Director

TRANSFORMING POWER FUND BACKGROUND

The Transforming Power Fund (TPF) is a Detroit-based social justice fund committed to transformative systems change. TPF grew out a city-wide effort, initiated by Detroit's social justice community, to bring more foundation resources to social justice movements and to demonstrate a more equitable approach to traditional philanthropy. TPF provides funding, training, and other resources for local projects that address the root causes of systemic problems and advance holistic solutions. TPF prioritizes community governance, donor organizing, and shared values in order to model a more equitable approach to philanthropy. TPF embraces the shared values of inclusion, equity, justice (racial, economic, gender, disability, environmental), personal transformation, structural transformation, intergenerational relationships, cooperation, collaboration, continual learning, creativity, audacity, healing, and working across boundaries. TPF is fiscally sponsored by Allied Media Projects. For more information about TPF go to www.transformingpowerfund.org.

POSITION OVERVIEW & CANDIDATE PROFILE

TPF is searching for a Program Director to lead the launch of its Giving Project, and support in the implementation of its [Community Grants Program](#). More information about the Giving Project model can be found [here](#). The Program Director will also support the Executive Director in building and managing relationships with organizers and donors across metro-Detroit. The ideal candidate for this position is a driven, self-starter who is eager to take on challenges. This position requires reliability, organization, the ability to be responsive to TPF staff, board and stakeholders, and above all, a desire to learn and grow.

Based in Detroit, this full-time position will be reporting directly to the Executive Director and will serve as an integral member of the TPF team! This is a new position with priorities that may shift over time.

General responsibilities include (but are not limited to):

- Support TPF's Executive Director on programming and strategy for the Giving Project and Community Grants Program; ensuring that the execution of programs is consistent with organizational goals and strategies.
- Develop and implement a "pilot cycle" for the experimental Giving Project grantmaking program.

- Utilize and expand upon Giving Project pilot curriculum that includes political education around race and class, grassroots fundraising, and more.
- Hire, train, and manage facilitators for the Giving Project.
- Recruit participants to the Giving Project and support them throughout the process.
- Support efforts to make the community aware of opportunities to participate in Transforming Power Fund and mechanisms to support the participation of those marginalized by traditional grantmaking.
- Support TPF's Executive Director on fundraising, and the development and implementation of a strategy for cultivating a strong base of individual donors (including non-traditional donors) who are committed to helping grow TPF over the long term.
- Take on related projects as assigned by staff with creativity, initiative, and self-direction.

IDEAL EXPERIENCE, QUALIFICATIONS, AND ATTRIBUTES

***While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!**

- Experience working with and accountable to low-wealth people and communities of color.
- 5+ years of experience with group facilitation, creating engaging agendas, and/or developing curriculum. Experience doing so in diverse groups is a plus.
- 5+ years of experience designing and implementing programs with budgets of \$50,000 or more.
- Solutions-focused: You take ownership of challenges, get things done and enjoy creating operational and administrative solutions that keeps the office running efficiently.
- Organized: You are attentive to detail, able to multitask but still keep track of priorities, with the ability to manage your workload and expectations accordingly while prioritize tasks and responsibilities.
- Communications and relationship building: You have excellent organizational and interpersonal skills, have strong writing and verbal abilities and are adaptable and flexible.
- A strong racial equity analysis and ability to apply that analysis to the work of the Fund.
- You have computer proficiency in: MS Word, Gmail, Excel, Internet search skills, PowerPoint, and ability to learn new applications quickly.
- You are a collaborative team player that enjoys working with teams, work groups, and community organizations.

NICE TO HAVES

- Previous experience working in social justice and/or organizing communities in Detroit.
- Bilingual, Spanish – speaking.
- Event management experience.

While undergraduate and graduate degrees in a relevant field are very helpful, neither are required when candidates can demonstrate significant evidence of equivalent experience and training. Equally, direct experience in the non-profit and philanthropic sectors is highly desirable, but neither are deal-breakers.

COMPENSATION AND BENEFITS

This is a full time, exempt, salaried position. The salary range is \$55K - \$66K. As a sponsored project of Allied Media Projects, all TPF staff will be offered a comprehensive benefits package that includes medical (Blue Cross Blue Shield), dental, and vision plans. Paid time off includes vacation, sick leave, and holidays. Other benefits include life insurance, long and short-term disability, 403b, and a flexible spending account.

APPLICATION PROCESS

Please email ahmina@transformingpowerfund.org with the following information:

- Resume
- Cover letter
- Include your first and last name followed by “Program Director” in the subject line

The deadline for applications is April 17, 2020.

EQUAL OPPORTUNITY

Transforming Power Fund, a sponsored project of Allied Media Projects, is an equal opportunity employer and we strongly encourage and seek applications from women, people of color, immigrant, bilingual, and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. TPF is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. TPF strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and/or weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, accommodations will be made to enable people with disabilities to perform the essential functions of the job.

THANK YOU

Finally, thank you for taking the time to read this job description. We’re looking forward to getting to know you!