

## **JOB DESCRIPTION**

**Title:** Culture Change Fund Manager  
**Location:** Oakland, CA or Remote  
**Reports to:** Director of Community Investment  
**Status:** Exempt Full-Time

### **OVERVIEW**

The Women's Foundation of California has a 40-year track record of supporting community-based organizations working to advance gender, racial, and economic justice. As a public community foundation focused on intersectional feminist funding, we have raised and granted \$40M in movement-building grants since 1979. Our core strategies are: **investing** in community organizations, **training** community leaders, and **convening** community partners in order to mobilize significant financial resources to advance the health, safety, and economic security of people impacted by gender-based oppression and violence. We support movements led by cisgender and transgender women, especially women of color, non-binary, gender nonconforming, gender expansive and genderqueer people.

Launched in 2019, **The Culture Change Fund (CCF)** is a funder collaborative with a goal to create a broad public support for a new way of thinking the centers gender, racial, economic, and reproductive justice at the heart of the solution to any systemic problems. The Culture Change Fund focuses on three key areas: 1. Data-driven narrative research project called **Story at Scale**; 2. Creating a **community of learning** to advance collective understanding about narrative and culture change strategies, as well as share best practices; 3. **Grantmaking** to partner organizations and from the most impacted communities who are engaging in cultural organizing to advance their gender justice efforts, or are interested in utilizing these strategies.

### **POSITION SUMMARY**

The Culture Change Fund Manager (Manager) works closely with the Director of Community Investment and the Chief Strategist for Programs, Foundation staff and CCF Funding Partners to shape and implement the strategic vision for the Culture Change Fund ensuring that the Culture Change Fund programs are innovative and strategic and aligned with our core belief that those who directly experience injustice are best suited to develop solutions that ultimately benefit all.

The Manager will manage implementation efforts of the CCF including grantmaking focused on the intersection between culture and power building strategies through multi-issue grantmaking. In addition, The Culture Change Manager conceptualizes, plans and executes the Culture Change Fund community of learning. The Manager represents the Foundation in public settings, provides thought

leadership in multiple social movements, and offers timely opinion and analysis to and for Culture Change Fund Partners and to Foundation management, constituents and board members on issues impacting gender, racial, economic, and reproductive justice. This position requires frequent overnight travel.

### **Essential Duties**

#### ***Program Management***

- Provide thought leadership and management for the Culture Change Fund's grantmaking and community of learning, including supporting the development of program design and evaluation, and achieving the goals and objectives of the project(s) within the budget assigned.
- Cultivate new relationships and networks to broaden the awareness and deepen the impact of the Culture Change Fund's programmatic work.
- Work with Culture Change Fund Co-Chairs to support the design, plan and implementation of community of learning program.
- Ensure alignment and coordination around community of learning programs, grantmaking practices, special initiatives and other Culture Change Fund program activities.
- Analyze the progress of grant partners and community of learning program and proactively interpret and assess partner needs to determine areas of strengthening and serve as a resource as requested.
- Coordinate review of proposals submitted for consideration within the Culture Change Fund; plan and make site visits, as appropriate; prepare written summaries and analysis documents of grant applications to aid staff, funder collaborative members and WFC board members in evaluating and making awards.
- Ensure an accurate, timely, efficient and transparent process for the entire Culture Change Fund grant life cycle, from proposal to close (e.g., pre-award management, tracking payments, reviewing and producing relevant reports, monitoring and post-award management).
- Collaborate with the Finance Team to aid in monthly reconciliation between the grantmaking and finance databases.
- Supervise Program Assistant.

#### ***Team & Organizational Management***

- Participate in Foundation staff and Program Team meetings on a regular basis.
- Plan and facilitate Culture Change Fund meetings
- Support Culture Change Fund Co-Chairs to lead Culture Change Fund
- Engage in other activities as needed or assigned to successfully move the Foundation's mission forward.

### **Qualifications**

- Minimum 5 years of experience with progressively more responsibility planning and managing multiple mission-driven programs;

- Experience and knowledge about grantmaking, culture, advocacy and narrative change strategies to advance gender justice narrative;
- Knowledge of issues and challenges faced by cisgender and transgender women, especially women of color, non-binary, gender nonconforming, gender expansive and genderqueer people.
- Project management experience and expertise with effective project management practices;
- Excellent analytical, strategic thinking and problem-solving skills;
- Excellent verbal and written communication skills;
- Demonstrated experience managing programs that successfully engage diverse communities; strong understanding of best practices related to cultural competence of gender, racial, and economic justice issues;
- Evidenced commitment to an interdepartmental, interdisciplinary team approach to work; strong collaboration and conflict resolution skills;
- Excellent computer and technology skills including proficiency with MS Office suite and familiarity with using databases and online project management tools; must be comfortable learning and using new technology;
- Ability to conduct regular overnight travel throughout California and the United States. At times, up to 30% of the position's time will be spent traveling.

### **Qualities**

- Possesses a strong commitment to the [mission](#), policies, goals and values of the Women's Foundation of California;
- Committed to leading with humility, approachability, and accessibility, and helping team members grow and learn by being a mentor, facilitator and coach;
- Possesses a strong commitment to the self-reflection and interpersonal work needed to create an inclusive and grassroots-driven organization that is at the forefront of gender justice in California;
- Results-oriented and entrepreneurial;
- Able to work independently as well as within a team, set and achieve high performance goals and meet deadlines in a fast-paced work environment;
- Demonstrated ability to exercise good judgement and maintain confidentiality;
- Demonstrated ability to work independently as well as within a team;
- Creative thinker, joyful collaborator, self-starter and detail-oriented communicator with a positive approach, can-do attitude and a sense of humor;
- Ability to create positive, long-term working relationships by demonstrating a commitment to teamwork and customer service, tact, dependability, diplomacy, and flexibility;
- Willingness and ability to travel to meetings and other Foundation events.

### **COMPENSATION AND BENEFITS**

- This is a full-time, exempt position, with a salary range of \$75,000-90,000. Salary offer will be dependent on experience.
- We provide 15 days paid vacation to start which increases over time (20 days after 5 years, and 25 days after 10 years); 12 paid sick days, 15 paid holidays, and a flexible, family-friendly schedule.
- We provide generous benefits including paid parental leave, medical, dental, vision, long-term disability, flexible spending account, fitness reimbursements, a 401(k) retirement plan match,

transportation benefits, and AD&D insurance with the Foundation covering 100% of the costs of the insurance package.

### **OUR VALUES AND COMMITMENT TO DIVERSITY AND INCLUSION**

At the Women's Foundation of California, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQIA+ individuals, trans people, gender non-conforming individuals and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, prior conviction, arrest history, disability, marital status, veteran status or age.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods while operating a computer to create documents, conducting Internet research, sending and receiving e-mail and participating in meetings; communicate on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Occasional requirements are to move about the office to access file cabinets, office equipment, etc.

### **APPLICATION & DEADLINE**

To apply, please email a cover letter and resume, combined in one document, with the subject line: **Culture Change Fund** to: [jobs@womensfoundca.org](mailto:jobs@womensfoundca.org). The cover letter should highlight why you are interested in the position and what makes you a strong candidate. **Applications will be reviewed on a rolling basis until the position is filled.** All documents need to be Microsoft Word or PDF files (PDF files are preferred).