



Program Officer
Justice Portfolio

New York, NY

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Founder + Principal

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About Johnson Family Foundation

Established in 1990, The Johnson Family Foundation (JFF) supports the development of healthy, vibrant, and just communities where individuals, families, and the next generation of leaders will thrive. JFF funds programs to improve the health of our environment; promote equality and social progress; and support education and youth. Since inception, JFF has awarded more than \$50 million in grants.

JFF's grantmaking is both place-based and national in scope. Specific grantmaking priorities include:

Justice

We envision a world in which all members of society have the opportunity and ability to participate fully in civic life. This portfolio seeks to address the unequal distribution of resources that play a large role in determining the quality of life for individuals and communities, including education that prepares youth for college, career, and economic self-determination; access to government institutions and processes; and nutritious, affordable food.

LGBTQ Issues

As part of our commitment to advancing equality and social progress, we envision a world free from discrimination based on sexual orientation, gender identity and gender expression, where LGBTQ people are empowered to lead healthy and productive lives. We make investments to promote the mental health and well-being of LGBTQ people across the lifespan, empower LGBTQ youth and build the capacity of the movement for LGBTQ equality.

Vermont

We envision a Vermont place-based Stewardship and Sustainability program as the most effective approach to finding pathways out of poverty, sharing equitably our limited common resources, and reinvigorating participation in community and democracy. We understand Stewardship as the responsibility to protect the commons for the future benefit and well-being of all people. Sustainability encourages the promotion of vibrant, engaged societies that respect and protect the natural and cultural heritage of their communities.

Colorado

Our Colorado funding is focused on several nonprofits that enhance educational opportunities, enrich the arts, preserve our environment, and provide support for those most in need. We also make investments in Telluride to help stimulate and diversify the economy through supporting an entrepreneurship ecosystem, to improve access to healthcare, and to expand educational opportunities for youth. We have an ongoing long-term commitment to supporting the most critical nonprofits that are improving the quality of life in the Telluride region.

Position Summary

Johnson Family Foundation is searching for a Program Officer to lead its Justice Portfolio and establish its Justice Fellowship program.

The principal responsibilities of the Justice Portfolio Program Officer are to work with the Johnson Family Foundation trustees and staff on the emerging Johnson Family Foundation Justice Fellowship program, grantmaking, grants management, research, and communications—with an emphasis on guiding grantmaking for the Justice portfolio.

The Program Officer position engages in grantmaking strategy and public/private partnerships across a range of progressive issues. The Johnson Family Foundation's grantmaking is both place-based and national in scope.

This position is based in New York City. This position reports directly to both the Johnson Family Foundation Executive Director and Chief Operating Officer while serving as an enthusiastic member of a collegial team dedicated to working with integrity and a high level of professionalism.

About the Justice Portfolio + Fellowship

Envisioning a world in which all members of society have the opportunity and ability to participate fully in civic life, the foundation focuses on unequal resource distribution, which determines the quality of life, education, and career, as well as economic self-determination and access to government programs and food security.

- » The Justice portfolio works to strengthen participation in democracy. It works to limit the impact of money in politics and promote strategies to reduce the influence of corporations and large donors in public policy. It strives to protect democratic institutions and support more diverse leaders in our political systems.
- » The Justice portfolio's education work invests in programs that provide support to students that improves performance and leads to post-secondary success; and provides professional development that allows current and prospective classroom teachers to teach more effectively.
- » The Justice portfolio's nutrition funding supports policy change that promotes the creation of a more sustainable regional food systems.

The vision for a new Justice Fellowship includes:

- » The creation of a network of experts, elected officials, and activists to drive policy change
- » Investment in rising leaders and support of their careers in public service
- » Change government so that it better serves the public
- » Build a program that reflects the values and strategy of Johnson Family Foundation

Essential Job Functions

The following is a list of the core duties and responsibilities of the Program Officer:

Justice Fellowship Program

JFF is developing a new fulltime fellowship program within the Justice Portfolio.

Work with staff and trustees to define and refine a new justice fellowship program strategy and act as a thought-partner and program manager. Oversee and manage the fellowship program, including:

- » Design and lead fellows' recruitment process
- » Serve as the point of contact for the host organization(s)/grantee(s)
- » Serve as the Johnson Family Foundation primary point of contact for fellows and fellowship alumni
- » Oversee a mentorship component, including research, selection, placement, and management of paid mentors
- » Plan and manage gatherings for current and past fellows while cultivating a rich experience for former fellows through an engaged alumni network
- » Work with grantee organizations that will host JFF Justice Fellows to select and develop deliverables for the fellows
- » Network and partner with other fellowship programs, incorporating best practices from the field into the Justice Fellowship Program
- » Serve as a liaison between JFF and the fellows and alumni

Grantmaking

Work with staff and trustees to define and refine grantmaking program strategies. JFF staff collaborate on each of JFF's four primary grantmaking portfolios. Principal areas of focus for this position fall within the Justice portfolio and include but are not limited to democracy and money in politics reform, education, and food policy.

- » For New York place-based grantmaking, serve as a principal contact for trustees and for grantees and prospective grantees within these funding areas
- » Partner with JFF staff to identify assets and challenges in each grantmaking portfolio, solicit and review grant proposals, conduct site visits, and make grant recommendations
- » Compose write-ups for review by the JFF trustees and present proposal analyses and recommendations at board meetings
- » Represent JFF in relevant donor collaboratives, philanthropic affinity groups, conferences, and in the broader philanthropic community
- » Collaborate with colleagues and support Vermont and Colorado grantmaking programs, as needed

Grants Management

Partner with JFF staff to:

- » Co-manage the Blackbaud SKY Grantmaking database, including proposal management, data entry, and reports
- » Prepare grant agreements, transmittal letters, and review progress reports to authorize payment of multi-year grants
- » Serve as the contact for all grantees for grant agreements, reports, and payments
- » Co-create and disseminate board books for three (3) annual board meetings
- » Help coordinate details for board meetings and other Foundation events and meetings
- » Organize files and document retention for JFF's cloud-based file-saving and -sharing site

Research and Communications

- » Conduct research for the relevant grantmaking portfolios across JFF funding areas, including internal review of grant decisions and analysis of the social, political, and economic contexts in which grants were/are made, to inform grant-making strategies and future direction.
- » Co-develop stories that demonstrate the reach and impact of JFF grantees to be shared with board and staff members, on the website, and through social media

Qualifications

The position calls for a highly organized individual with excellent project management, communications (written and verbal), and organizational skills. The role requires an entrepreneurial leadership style, self-direction and flexibility, and a capacity to give and receive feedback productively and graciously. Attention to detail, curiosity, and self-awareness are essential for this role. JFF seeks an individual with exceptional interpersonal skills, a commitment to the mission and vision of the foundation, and a demonstrated ability to work effectively as part of a team. The Program Officer should possess the following professional qualifications and personal attributes:

Education Requirements

- » Bachelor's degree and/or equivalent experience; advanced degree a plus
- » Minimum of five (5) years leading social justice strategies and/or programmatic experience
- » Solid understanding of philanthropy and the nonprofit sector
- » A strong sense of racial, gender, social, and LGBTQ challenges and opportunities
- » Exceptional leadership presence—internally and externally, but with a flexible, collaborative, team orientation

Skills + Competencies

- » High degree of emotional intelligence and self-awareness
- » Strong social justice and equity lens
- » Highly proficient with Internet and Windows-based technology (i.e. Word, Excel, PowerPoint, Outlook)
- » Ability to travel as needed
- » Strong project management skills, ability to manage time efficiently, problem-solve, meet deadlines, work autonomously, ask questions, and seek assistance as needed
- » Exceptional oral and written communication skills, and an ability to quickly gather, synthesize, and summarize information clearly
- » Strong interpersonal skills, resourcefulness, and ability to take ownership of a project and hold oneself accountable for results
- » A collaborative approach to work and a demonstrated capacity to "play well with others," including colleagues in other departments
- » Experience working in a geographically distributed organization
- » Ability to cultivate and maintain strong relationships remotely
- » Resourceful, proactive problem solver, self-motivated with a strong sense of ownership and accountability
- » Possess the following personal attributes: Trustworthy, Strategic, Organized, Results-driven, Self-starter, Inclusive, Transparent, and Collaborative.
- » Integrity in every word and action

Institutional and Values Alignment

- » Commitment to the foundation's mission, vision, and program areas, and the ability/willingness to adapt as goals shift and evolve
- » Demonstrated commitment to the foundation's mission and values throughout internal and external communications and relationships, work, and decision-making

Reporting Relationships

This position reports directly to both the Executive Director and Chief Operating Officer.

Leadership + Key Colleagues

(Please do not contact the organization or its leaders directly)

Richard Burns, Interim Executive Director

Richard D. Burns is a non-profit management consultant who has served as Interim Executive Director of Drug Policy Alliance, Lambda Legal, the Johnson Family Foundation, the North Star Fund, PENCIL, The Funding Exchange, Funders for LGBTQ Issues, and the Stonewall Community Foundation.

He was previously the Chief Operating Officer of the Arcus Foundation and was Executive Director of the Lesbian, Gay, Bisexual + Transgender Community Center in New York City for 22 years, from 1986 to 2009.

Richard is the chair of the founding board of directors of the American LGBTQ+ Museum and serves on the boards of directors of the Proteus Fund and the New York City AIDS Memorial Park. He recently retired from the board of Nonprofit New York and was a longtime member of the Selection Committee of the New York Community Trust Nonprofit Excellence Awards.

He serves on the Advisory Board of the Center for HIV Law + Policy and was president of the founding board of directors of GLAD in Boston from 1978 through 1986.

He is a graduate of Hamilton College and the Northeastern University School of Law.

Dylan Hoos, Chief Operating Officer

Dylan Hoos has been working with JFF since 2015. He leads grantmaking in Colorado and helps guide grants in the LGBTQ issues and Justice portfolios. His grantmaking experience ranges from large-scale national advocacy and policy development to rural community building.

Previously, Dylan worked at the Telluride Foundation helping structure and implement new economic development programs in post-resource-extraction communities. In his time with the Saul Zaentz Charitable Foundation, Hoos helped design procedures for the execution of more than \$40 million in grants focused on early childhood education and creating a level playing field for those living in poverty and adversity. For five summers, he guided outdoor adventure trips in California, Colorado, and Puerto Rico.

Hoos holds a degree in Urban and Environmental Planning from the University of Virginia where he also studied architecture.

He currently serves on the board of Mountainfilm and the executive committee of the Fund for a Safer Future. He spends his free time skiing, mountain climbing, and traveling.

Jamison Lerner, Program Officer

Jamison Lerner joined the Johnson Family Foundation in the spring of 2017. He leads grantmaking in Vermont and helps guide grants in the Justice portfolio. Jamie enjoys seeing small, community-led efforts thrive and brings a variety of experiences in community engagement and event organizing having served as the Poultney Historical Society's Annual Fundraising Event Coordinator and on the Poultney Earth Fair Planning Committee.

In the spring of 2019, Jamie co-founded REclaimED, Inc., a nonprofit community hub and makerspace with the goal to foster creative, educational, and mentoring opportunities in Poultney and the surrounding areas. He currently serves on the board of REclaimED, Inc. and the Poultney Historical Society, and is a member of the Vermont Food Funders Network, which aims to share knowledge of programs and issues in the food sector to create a more strategic philanthropic approach to dealing with Vermont's food systems. He was also a member of the 2021 Vermont Changemakers Table cohort, a group of young Vermonters seeking to collaborate and build relationships that bring positive change to Vermont and its communities.

Jamie is from Geneseo, New York and graduated from Green Mountain College with a B.A. in Sociology/Anthropology and minors in History and Asian Studies. Jamie lives in Poultney, Vermont with his wife Erica, daughter Maya, and two little dogs - Ferdinand and Emmitt. He loves astronomy and finds no more joy in this world than when he is reading a good Kurt Vonnegut novel under a tree on a hot summer day.

Compensation + Benefits

The salary range for this position is from **\$85,000-\$105,000**.

A competitive premium benefits package is provided, including:

- » Medical*, Dental*, Vision*
- » Pre-tax Health Spending Account (no employer contribution)
- » 401(K) retirement account with a dollar-for-dollar match up to 10% of eligible annual gross pay (eligible after three months of employment)
- » Substantial vacation – 15 days, with increase to 20 days after four years
- » Two personal, 12 sick days annually

** Medical, dental, and vision provided at only 10% cost to the employee. Employer pays 90% of premiums.*

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location

This position is based in New York City. Remote work will be required until a new office space is secured (expected Summer 2022).

Travel + COVID Statement

During the COVID-19 pandemic, travel will be minimal. In the future, however, periodic travel outside of the Greater New York region will be required for conferences, staff retreats, and two (2) board meetings per year.

EEO + Diversity, Equity, and Inclusion

Johnson Family Foundation is committed to further building and maintaining a diverse, equitable work environment. People of color, transgender, non-binary, and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with HIV, and people living with (or perceived as having) other physical or mental disabilities are encouraged to apply.

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of Johnson Family Foundation. To apply, please [visit this link](http://www.coopercoleman.com/current-searches) (www.coopercoleman.com/current-searches). Inquiries and nominations of qualified candidates can be sent to:

Johnny Cooper
johnny@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Johnson Family Foundation, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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