



Position: **Program Officer, Strategic Initiatives**
Salary Range: \$94,000 - \$117,000 per year
Status: Regular, Full-Time, Exempt with Benefits
Reports to: Director of Strategic Initiatives
Direct Reports: 0
Apply At: POfficer.si@mmt.org
Deadline: Thursday, May 1, 2025 at 5 p.m.
Hiring Timeframe: May/June 2025
Type: Hybrid – Tuesday through Thursday in-office, remote Monday and Friday.

POSITION SUMMARY

Meyer’s strategic initiatives are designed to address root causes of injustice and prime conditions for transformational change and healing. This includes a mix of initiatives centering specific communities or specific strategies, taking innovative approaches to accelerating racial, social and economic justice across Oregon. Strategic initiatives, which are managed by a team of 7 FTE (including this new position), complement Meyer’s three topically-focused portfolios and represent one half of the program team.

The **Program Officer, Strategic Initiatives** will primarily contribute to two bodies of work:

- **[Together, We Rise](#)** (70%), which is focused on leadership development, civic engagement, community organizing, movement building and field infrastructure. The Program Officer will share responsibility for this initiative with a Senior Program Officer.
- **Our Shared Purpose** (30%), which supports philanthropic and cross-sector collaboration to maximize impact toward justice. The Program Officer will share responsibility for this initiative with the Director of Strategic Initiatives.

The Program Officer will contribute to advancing Meyer’s mission primarily through grantmaking, relationship building and field engagement. They will draw on deep understanding of how civic engagement, leadership development and movement building are integral to advancing transformational change as well as the role of institutional collaboration for driving collective impact. The assigned initiatives — Together, We Rise and Our Shared Purpose — both support work in a range of issue areas (e.g., gender justice, immigrant rights, healthy democracy); the Program Officer will have an ability to see and articulate connections across.

DUTIES AND RESPONSIBILITIES

Program Leadership & Grantmaking

- Implement and help shape the foundation’s immediate and long-term investment priorities and grantmaking strategies for Together, We Rise and Our Shared Purpose initiatives.

- Stay attuned to national, regional and local landscapes relevant to community power building and initiative priorities in order to identify emerging innovations, challenges and trends, policy opportunities, and community assets.
- Identify and cultivate compelling projects and proposals that are aligned with initiative goals and have potential to contribute meaningfully to Meyer’s efforts to empower communities, strengthen movements and change systems.
- Develop written funding recommendations for review and decision from CEO and, when needed, present recommendations to trustees for decision.
- Support the Director of Strategic Initiatives to execute on leadership-directed grant opportunities under Our Shared Purpose, connecting with counterparts at peer funders to bring ideas to fruition.

Relationship Building & Community Engagement

- Cultivate and maintain trusting relationships with a range of nonprofits and community leaders across the state, continually seeking to understand the ecosystem of groups engaged in work that aligns with initiative priorities.
- Provide thoughtful and relevant support and assistance to prospective and current grantees and partners; assess needs, provide technical assistance and offer connections and external resources as appropriate.
- Collaborate with initiative colleagues and the Director of Communications to produce reports of grantmaking that center community voices while conveying progress made and lessons learned. Partner with Communications staff to identify opportunities and develop content for storytelling relevant to initiative priorities.
- Maintain a presence in community and represent Meyer at conferences and speaking engagements.

Collaborative Impact

- Develop “beyond the check” approaches to drive impact toward initiative priorities. For example, convene and engage as a thought partner with community, organizations, funders and/or cross-sector groups to foster connections, build capacity and identify opportunities for collective action.
- Partner with Learning and Grants Management colleagues to support grant management and gather data to show progress towards and evidence of desired impact; review and respond to grantee reports.
- Maintain familiarity with all Meyer program areas and build strong working relationships across the team to support collaboration, co-learning, cross referrals and a smooth experience for external groups that may connect with multiple program areas.
- Engage in consistent, open and authentic communication with Meyer staff and leadership, skillfully balancing autonomy, collaboration and coordination; actively exchanging knowledge and information.
- Serve as a model of organization core values of interconnection, shared responsibility, curiosity, joy and belonging.
- Assume other duties on behalf of Meyer, as assigned.

EXPERIENCE, COMPETENCIES, EQUITY AND WORKING CONDITIONS

Experience

- A Bachelor’s degree in applicable discipline is preferred, but a strong combination of relevant experience and education will also be considered.

- 5+ years of related experience at a foundation, grantmaking or nonprofit organization.
- Deep awareness of systemic factors driving disparities in opportunities and outcomes for different populations in Oregon, particularly Black and Indigenous communities, communities of color, immigrants and refugees, and LGBTQIA+ people.
- Comprehension of the role of nonprofits, foundations and other institutions in advancing transformational change; familiarity with Oregon's social sector a plus.
- Demonstrated experience collaborating with a diverse range of stakeholders and working effectively as part of a team.
- Understanding of and/or applied experience with organizational development, assessing nonprofit health, and implementing effective strategies for building organizational and sector capacities (e.g. strategic and programmatic planning, fund development, leadership development and transitions, policy engagement, network development and systems navigation).
- Working knowledge of best, promising and emerging practices and innovations in the philanthropic field regionally and nationally.

Competencies

- Strong interpersonal awareness and communication skills (writing, listening, and speaking), with an overall style that reflects clarity, authenticity, transparency and approachability.
- Demonstrated mastery to handle sensitive information effectively and confidentially.
- Ability to communicate complex work of initiatives and grantees in clear, understandable and relatable presentations for a range of internal and external audiences.
- Willingness and enthusiasm for attending community events on some evenings and weekends; ability to travel overnight occasionally.

Equity

- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
- Promote a positive workplace culture of collaboration, innovation and respect.
- Possess excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment.
- Participate in equity trainings and serve on related work groups as needed.

Work Environment and Physical Demands

- Engage in regular communication in person as well as through electronic means.
- Use computer laptops, tablets, desk phones, photocopiers, monitors, and screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.
- Ability and willingness to engage in occasional overnight travel.
- The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions.

EQUAL OPPORTUNITY EMPLOYER

Meyer Memorial Trust is an equal opportunity employer and is committed to creating an inclusive workplace in compliance with federal, state, and local laws, including the Americans with

Disabilities Act (ADA). Meyer ensures equal opportunity for all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; immigration status; physical, mental, or medical disability; veteran status; obligations related to service in the United States Armed Forces; or any other reason protected by law. We value the unique perspectives and experiences that individuals bring, particularly those from communities that have been historically underrepresented.

TO APPLY

Please submit a resume and cover letter to POfficer.si@mmt.org sharing your 'why' for this opportunity by Thursday, May 1, 2025 at 5 p.m.