INITIATIVES & PUBLIC POLICY OFFER

JOB ANNOUNCEMENT INTERNAL & EXTERNAL

Position Title: Initiatives & Public Policy Officer  
Reports to: Vice President, Initiatives & Public Policy  
Pay Grade H: $73,204 - $86,015  
Position Status: Full Time  
Submit ApplicationS: hr@kalfound.org  
Posting Dates: Applications will be accepted until the position is filled

About KZCF:
KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social, and economic justice. Learn more at kalfound.org.

Core Values:
Center Anti-Racism and Equity  
Advance Racial Justice  
Nurture Healing and Love  
Cultivate Transformative Relationships  
Serve the Greater Good  
Learn and Grow  
Embrace Joy

Position Summary:
The Initiatives and Public Policy Officer supports the development and implementation of the overall approach to engaging in and advancing the Community Foundation’s initiatives and public policy agenda. This position will develop coordinated goals internally with the Vice President of Initiatives and Public Policy while engaging external partners to provide input to the agenda, priorities, and systems level advocacy needed to advance the strategic priorities of the organization. The Officer oversees a portfolio of initiatives and public policy issues that directly affect the Community Foundation’s priorities, gifts, funded partners, and residents of Kalamazoo County.

Essential Duties & Responsibilities:

Position Functions:

• Collaborates with the Vice President of Initiatives and Public Policy to set a strategic agenda for public education on civic engagement, policy-related issues, engagement of key leaders, policymakers, and influencers, working to address challenges that are reflective of the Foundation’s focus areas and institutional priorities.
- Consistent with the rules that apply to community foundations, advises the Vice President of Initiatives and Public Policy on KZCF’s advocacy strategy and opportunities to leverage relationships with policymakers to implement key system change initiatives.
- Monitors local, state, and federal policy developments, prepares to take appropriate actions within the scope of activities allowable for a community foundation, and works closely with colleagues to tie this work to the Foundation’s initiatives, policy priorities, and strategies.
- Co-develops recommended strategies for the Foundation’s nonpartisan engagement and education activities with local, state, and federal policymakers and supports execution of identified strategies.
- Collaborates with colleagues on the grantmaking team to better understand how the foundation funds organizations and networks and identifies funding gaps with an eye toward long-term capacity and structural change, centering the priorities and solutions of directly impacted communities.
- Promotes partnerships with key internal and external stakeholders to ensure that relevant and timely research, nonpartisan analysis, and advocacy efforts work together to contribute to public discourse around some of the most pressing issues in Kalamazoo County.
- Works with internal and external partners to strengthen relationships with advocacy and organizing groups and networks effecting change at the local level and support the development of new strategic initiative work with internal and external partners.
- Helps promote development and use of allowable public education tools such as briefings; meetings; social media communications; tailored training and development opportunities aimed at specific populations or constituencies; and other innovative approaches to promote information sharing and equity in Kalamazoo County.
- Leads resident and partner agency engagement and convenings around initiatives and public policy, including representing KZCF at related events and on related committees, task forces, and boards.
- Directs interns, fellows, peer staff, or consultants as required for assigned initiatives, public policy, and advocacy efforts.

Diversity, Inclusion, Equity, and Anti-Racism:

- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Ability to confront personal, individual, and internal systemic bias with regards to race, age, gender, gender- identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities in relation to the work environment.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

Professionalism:

- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assumes responsibility for professional development.
- Embrace philosophy of one actively engaged in lifelong learning.
- Demonstrate and models Process documentation for clarity and consistency.
• Maintain current knowledge of all changes affecting area of work.
• Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
• Maintain appropriate professional appearance and confidentiality.

Engagement/Participation:
• Actively represents KZCF at community-based meetings and events which may require evening and weekend engagement throughout the year
• Actively participate in meetings, committees, and volunteer opportunities within the organization
• Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
• Participate as a team member utilizing a collaborative style to achieve mutual goals.
• Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
• Demonstrate ability to work effectively with others.

Knowledge, Skills & Abilities:

Required:
• BA degree in public administration, policy, or related field, or an equivalent combination of training and relevant experience.
• Prior experience in policy roles in government, public affairs, or nonprofit advocacy.
• Experience working with policymakers and leaders, influencers, and advocacy organizations on policy initiatives.
• Deep understanding of racial equity, structural racism, and the social determinants of health.
• Demonstrated ability to work flexibly and articulate goals and paths forward in a collaborative manner, while maintaining the ability to pivot strategies and tactics to fit evolving institutional priorities and external contexts.
• Ability to adapt messages to diverse audiences with credibility and relevance.
• Creative problem solver; imaginative, with an entrepreneurial spirit.
• Emotional intelligence, a healthy sense of humor, and a natural collegiality.
• Complex problem-solving abilities.
• Effective in guiding and directing others.
• In-depth knowledge/understanding or computers including general business software such as Microsoft Office Suite.

Location Requirements:
• The Kalamazoo Community Foundation’s employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Physical/Mental Requirements:
• While working virtually, must ensure remote environment has consistent access to high-speed
internet, generally free from distractions.
- Work in well-lit, pleasant, smoke-free office.
- Must be able to sit for long periods of time.
- Able to stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
- Involves frequent repetitive movement associated with extended periods of keyboarding.
- Frequently involves extended workdays and periodically involves irregular work hours.
- Occasional travel and/or overnight work schedules.
- Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
- Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.
- Occasional work at multiple sites or travel.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.