

The Kresge Foundation

Program Officer – American Cities Program

Detroit, Michigan

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About The Kresge Foundation

The Kresge Foundation is one of the top 20 largest private foundations in the U.S. Our staff of over 100 employees works to expand opportunities in America's cities for people with low incomes. We do this through grantmaking and social investing nationally in arts and culture, education, environment, health, human services and place-based work in Detroit, Memphis, New Orleans, and other parts of the country.

Our state-of-the-art headquarters maintains an array of energy-efficient, water-conserving and health-promoting features. The foundation also operates an office in Detroit's Midtown district.

For more information on The Kresge Foundation, please visit <https://kresge.org/>

The Opportunity

The Kresge Foundation is looking to hire a Program Officer to be a member of the American Cities Program, a dynamic, multi-disciplinary team working proactively to advance the resurgence and revitalization of cities across America. This program is an on-the-ground practice that seeks to surface, seed, and scale new and/or effective approaches to community development which drive lasting and shared prosperity, promote equity, and expand opportunity for people with low incomes.

The American Cities Program Officer will be responsible for the implementation of a program strategy that builds upon the foundation's national and on-the-ground experience in Detroit to strengthen the social, economic, cultural, and physical fabric of other cities. The work is rooted in increasing socioeconomic mobility and addressing the systemic inequities in our society. The Program Officer will manage and evaluate a portion of the program's portfolio of grants; represent the American Cities team and the Kresge Foundation in cities; collaborate with partners at national and local levels; design and implement grantmaking initiatives; and lead select bodies of work associated with the program's strategic priorities, as listed below:

- Stewarding the foundation's place-based grantmaking in Memphis, New Orleans, Fresno, and a growing number of other cities;
- Seeding and scaling innovative approaches to community development by funding and supporting national multi-city initiatives; and

- Fostering cross-city exchange of knowledge between community development practitioners through research, publications, and convenings

Primary responsibilities include:

In partnership with the Managing Director, establish, grow, and manage the Program's place-based work in select cities

- Lead and perform site visits, conduct landscape analysis, and synthesize perspectives to develop an understanding of local and state context
- Assess opportunities for impact and collaboration with local partners
- Build and manage relationships with local partners
- Develop place-based grantmaking strategies including work at the neighborhood, city, regional/county and associated state levels
- Develop and manage grantmaking initiatives (i.e., external requests for proposals including RFP development, publication, and proposal review)
- Perform end-to-end grantmaking responsibilities
- Identify social investment opportunities
- Provide grantee & city partners with connections to other cities and non-financial resources
- Build networks for cross-city exchange
- Facilitate internal collaboration including cities-oriented working groups, co-learning, information exchange and shared accountability structures
- Act as thought partner to other Kresge grantmaking programs
- In partnership with the Learning and Evaluation team, evaluate outcomes

Structure, recommend and manage a portfolio of grants related to multi-city initiatives, national community development, and thought leadership & convenings on cities

- Perform end-to-end grant review responsibilities for sourced and unsolicited applications
- Support grantee partners with resources including connections to communities of practice, technical assistance, and non-financial resources
- Support the team's use of program-related investment (PRI) and innovative capital tools to achieve program objectives
- Develop grant outcomes and evaluation criteria for grants and initiatives

Manage, execute and/or participate in projects and events intended to advance the fields of equitable community and economic development

- Help manage the program's convening, research, and knowledge exchange activities related to equitable development and inclusive growth
- Participate in funder and cross-sector collaboratives to achieve program objectives

- Represent the foundation publicly, sharing program approaches and grant making outcomes

Support the program's development

- Stay current with effective and equitable strategies in the urban development field
- Contribute to the development of the program's overall strategies and objectives
- Oversee the creation of associated strategy documents, workplans and board materials
- Help evaluate the effectiveness of the team portfolio
- Share collective responsibility for achieving strategic objectives
- Work collaboratively, supporting and encouraging members within and across teams
- Demonstrate a strong commitment to the foundation's mission and values and demonstrate that commitment in daily interactions

The Program Officer will report to the Managing Director and work in close partnership with colleagues across the foundation. This position is based in Metropolitan Detroit, however, given the fluid nature of COVID-19, relocation will not be required until January 2023.

Candidate Profile:

The ideal candidate will possess a learning mindset and be eager to discover, absorb, and trust the local voice in advancing Kresge's place-based work. They will center all their work through a racial equity lens, using a systems-thinking framework and a systems-change approach. With exceptional project management skills and a strong detail orientation, the Program Officer will be a collaborative and adaptable leader who is driven by the opportunity to partner with cities to effect change.

The Program Officer will possess the following attributes and competencies:

- Bachelor's degree required; Master's degree or equivalent experience preferred
- Five years of progressive work experience related to community development, economic development, cross-sector collaboration, public policy, urban planning, nonprofit management, or philanthropy
- Demonstrated leadership potential and ability to influence and persuade diverse group of stakeholders
- Willing to travel extensively (in a post-COVID-19 environment). Local, regional, and national travel requirements vary by quarter
- Strong communication, writing and verbal including the ability to represent the foundation publicly
- Strong interpersonal skills, including the ability to successfully interact and work across teams, functions, and sectors

- Demonstrated ability to effectively develop and manage strong and productive working relationships with internal and external partners
- Demonstrated ability to master a diverse workload and execute on strategies
- Willingness to relocate to the Detroit Metro Area (at a time mutually determined safe given COVID-19 measures).
- Demonstrated commitment to championing issues of inclusion and equity

We'd love to see, although not required:

- Previous experience in consulting/analysis, project management, strategy (for-profit, non-profit, or public sector) or operations

Compensation & Benefits

Salary is competitive and commensurate with experience; comprehensive benefits package

Contact

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Please submit a compelling cover letter and resume to Erin Reedy [here](#).

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The Kresge Foundation, an equal opportunity employer, seeks to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from people of diverse backgrounds because we believe that the foundation and its work benefit from the various perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.

About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit www.koyapartners.com.