



Program Officer, Mindfulness and Healing Justice

Location

San Francisco Bay Area, CA

Reports to

Senior Program Officer, Mindfulness and Healing Justice

Organization Background

Kataly Foundation, a new family foundation based in the San Francisco Bay Area, is committed to supporting restorative economics, environmental justice, mindfulness, and racial justice. Founded in 2018 with the intention of spending out a \$445 million endowment over a ten-year time horizon, this growing organization intends not only to support movements around these issues, but also to serve as a progressive leader in philanthropy.

Kataly's mission is to support and provide resources to communities and social movements that are exploring new solutions to persistent, systemic problems. Kataly does this while embracing its role and responsibility in changing systems that led to wealth extraction from these communities in the first place. We move resources to support the economic, political, and cultural power of Black and Indigenous communities, and all communities of color. By transforming its own relationship to capital, the planet, and each other, the Kataly Foundation will redistribute and redefine wealth in a way that leads to transformation, abundance, and regeneration.

One important distinction of the Kataly Foundation is that its approach is meant to be inclusive of the activist communities it seeks to fund. Pursuing a "bottom-up" philosophy, the Foundation actively engages leaders in the fields it supports to help make grantmaking decisions. Kataly aims to center community-based solutions where the problems are. In addition, the Foundation is committed to solidarity philanthropy practices: general operating support, creative use of capital, and a commitment to capacity building and network weaving.

The Opportunity

Kataly's Mindfulness and Healing Justice (MHJ) program supports Black, Indigenous, and all communities of color-led projects and organizations focused on expanding mindfulness and healing justice opportunities and training in communities most impacted by injustice, economic oppression, and structural racism.

We seek to support Black, Indigenous, and communities of color-led efforts building contemplative and healing justice practices that nurture both individual resilience and health as well as supporting communities to heal from and transform intergenerational trauma from systemic oppression and build collective resilience and power to transform those same systems of oppression.

Position Responsibilities

The Program Officer (PO), MHJ, will be a thoughtful and engaged contributor to Kataly's growing team, reporting to the Senior PO, MHJ. The successful candidate will have lived and movement-building experience within mindfulness and healing justice movements in the U.S. and an understanding of philanthropic practices. Overall, this position will work closely with MHJ staff, consultants, and other Kataly team members to support MHJ's decision-making, planning, and grantmaking processes. Additionally, this position will interface with the Knowledge and Grants team to effectively and efficiently move resources to our grantee partners.

Summary of the essential responsibilities of the MHJ PO:

- Maintain strong, mutually respectful relationships with grantee partners through every point of contact, including inquiries, grant application, maintenance processes, and throughout the relationship with Kataly.
- Provide regular updates to the MHJ and Kataly teams on the work of MHJ grantees and keep them abreast of developments in the field.
- Schedule, coordinate and provide logistical and operational support for online and offline MHJ meetings, conferences, and grantee convenings. Facilitate and lead meetings and events as needed.
- Conduct research, analysis, writing, and other forms for documentation and material preparation as needed to support MHJ's and Kataly's program needs.
- In collaboration with Kataly's Director of Capacity Building, work with MHJ grantee partners and the MHJ team to identify, prioritize, and address key capacity-building needs of grantee partners and across the ecosystem.
- Serve as a connector for grantee partners--with and among each other--where it is supportive of their work.
- Connect grantee partners with opportunities to lift up and amplify their work with potential funders and donors and increase their access to philanthropic spaces.
- Work closely with other justice-focused funders across a range of issue areas to lift up the work and strategies of our grantee partners, and MHJ and Kataly's vision and goals, within the philanthropic arena.
- In collaboration with Kataly's Knowledge and Grants team, ensure data integrity and clarity, and ease for grantees of grantmaking procedures.
- In collaboration with Kataly's Knowledge and Grants team, organize and maintain MHJ grantee partner data and present it regularly in relevant formats for the MHJ team and Kataly.

- Represent MHJ in philanthropic spaces and movement/grantee partner spaces, where invited/appropriate, in service to our grantee partners and their work.
- Facilitate opportunities for collaboration across Kataly program areas: coordinate with the Restorative Economies Fund, the Environmental Justice Resourcing Collective, and Rapid Response grantmaking as needed.
- Partner with Kataly's Director of Communications to lift up MHJ grantee partner stories and contribute to content for a range of communications opportunities and needs.
- Produce qualitative and quantitative narrative reports on MHJ's grantmaking and strategy, as needed.
- Support the MHJ team in an annual evaluation of the program's grantmaking.
- Support the team in planning for the remaining years of the MHJ fund.

Profile of the Successful Candidate

The Kataly Foundation is deeply committed to justice, equity, diversity, and inclusion. We seek to have a diverse and inclusive workforce to promote effective work in partnership with all communities and population groups. The Foundation seeks a professional with a commitment to the power of philanthropy, social justice, and the common good; a passion for Kataly's program areas and organizational values; a collegial work style; a sense of humor; and the dedication to work hard toward fulfilling the Foundation's mission of truly empowering communities and moving the needle on critical issues facing our nation.

Within this framework, Kataly Foundation seeks a program officer with the following attributes:

- Personal or professional experience and knowledge base of the mindfulness and/or healing justice fields and movements in the U.S.
- Knowledge of or experience working within social justice, progressive, or trust-based philanthropy is highly desired.
- Ability to creatively problem-solve (hopefully even before potential problems arise).
- Ability to work smoothly together on a team and balance individual initiative with collective process and respect—and move between those skills with ease.
- Familiarity with organizing and power-building strategies for impacted communities and communities of color.
- Demonstrated familiarity with and commitment to social justice concepts and frameworks such as racial equity, gender analysis, economic justice, and structural bias.
- Strong emotional intelligence, demonstrated humility, and an orientation toward listening, especially to Black, Indigenous, and communities of color.
- Ability to inspire trust and build authentic relationships with a wide range of people and styles.
- Proven capacities as a relationship-builder and a weaver/connector within and across ecosystems of organizations.
- Clear and compelling written and oral communication skills, interpersonal awareness, and critical thinking skills.
- The ability to manage confidential or sensitive information with discretion.

- Highly organized with an attention to detail, ability to meet or exceed deadlines, and a commitment to rigor and excellent work product.
- Strong time management skills and the ability to manage multiple projects simultaneously.
- Strong work ethic and the highest level of personal and professional integrity.
- Proven project management skills.
- A deep commitment to supporting and uplifting the expertise of Black, Indigenous, and people of color-led groups and formations.
- It is highly desired but not required that the candidate has a personal mindfulness or contemplative meditation practice.

Start Timeframe

We seek to have the position filled by February 2022.

Classification, Compensation, and Benefits

This is a full-time (40 hours/week) exempt position offering a competitive salary (\$140-\$150K). Compensation commensurate with qualifications, experience, education, skills, etc. Kataly provides a comprehensive benefits package that includes group health, dental, and vision coverage, long-term disability, life insurance, 401k with employer contribution regardless of an employee's salary deferrals, and a supplemental health insurance plan with additional coverage. We also offer a generous PTO program, paid sick time, ten holidays plus office closure during the last week of the calendar year, paid days off to vote/be a poll worker, and more.

To Apply

Please apply online using the following link: [Mindfulness Healing and Justice Program Officer - Job Application](#). In addition to providing basic contact and work authorization information, applicants should submit a resume along with a cover letter addressed to Donna Bransford, Senior PO, Mindfulness and Healing Justice, expressing why you think you would make a good fit for this position. **Combine your cover letter and resume into one PDF file in the format "YOUR NAME – MHJ PO Application."**

Early applicants may receive priority consideration.

Learn more about the Foundation at www.kataly.org

This position is not eligible for employer visa sponsorship. All applicants must be currently authorized to work in the United States for any employer without the need for employer visa sponsorship now or in the future.