



hive fund
FOR CLIMATE AND GENDER JUSTICE

Position Announcement Atlantic Coast Program Officer

Reports to: Co-Director

Classification: Full-time, exempt

Location: Remote; ideally based in Georgia or North Carolina

Apply by: Friday, June 7, 2024

ABOUT THE HIVE FUND

The [Hive Fund for Climate and Gender Justice](#) is a specialized intermediary that raises funds and makes grants to groups that are building power to accelerate an equitable transition to cleaner, renewable energy and rein in dirty energy in the US South, where pollution levels and clean energy opportunities are high and funding levels are low. In partnership with [nearly thirty donors](#), a [broad array of advisors](#), and [nine full-time staff members](#), the Hive Fund provides multiyear, general support to more than 140 grantee partners primarily in Texas, Louisiana, Georgia, and the Carolinas — states that contribute more than 20 percent of the nation's climate pollution.

ABOUT THE POSITION

The Atlantic Coast Program Officer will manage an annual grantmaking portfolio focused in the Atlantic Coast region, anchored predominately in Georgia and North Carolina. These states are home to some of the most promising opportunities for growth of renewable energy, as well as opportunities to reform some of the most polluting utilities and phase out dirty biogas industries. Within a participatory decision-making structure, the program officer will work with co-directors, grantee partners, allied funders, and others to support an ecosystem of grantee partners working toward our shared goals.

The program officer will support grantee partners by making multi-year general operating grants; helping to craft compelling stories of collective progress and impact; and connecting grantee partners with each other and with other donors and potential supporters. The ideal candidate for this role is someone with an interest in phasing out fossil gas and dirty biogas from energy systems who gets excited about figuring out how to shift regional electricity grids, rural electric coops, and other local and regional energy systems. A successful program officer will be an entrepreneurial self-starter and inclusive bridge-builder who approaches new situations with humility and faces challenges with courage and humor.

Essential Job Functions

Grant Making & Partnerships

- Serve as thought partner by bringing issue expertise on dirty energy (especially gas), regional electricity grids, rural electric coops, local and regional opportunities to shift energy systems.
- Build trusting relationships with grantee partners, advisory group members, regional stakeholders, and others to co-create grantmaking strategies and objectives consistent with the Hive Fund's goals, mission, values, and theory of change.
- Serve as the lead facilitator, consensus-builder, researcher, writer, and peer review manager of semi-annual Hive Fund strategy memos and grant docket recommendations.
- Work with consultants, practitioners, and other experts to identify opportunities to provide supplemental [Healing Justice and Holistic Security](#) grants.
- Use understanding of energy systems and power building to identify potential new Atlantic Coast grantee partners.
- Collaborate with grantee partners to support the development of grantee-driven ways to track progress and collect data and stories.
- Support grantees as needed with capacity building, introductions to other funders, and connection to additional resources.
- Facilitate connections and partnerships across the region to support an emerging regional ecosystem and partner with the Hive Fund's Gulf South Program Officer to identify and lift up learnings across regions.

Grants Management

- Ensure adherence to the highest standards of integrity in managing internal grantmaking procedures, including acquisition and management of appropriate documentation, maintaining detailed grant budgets and tracking, data entry, compliance, and processing of grant reports and renewals.
- Work with grantee partners to collect grant proposal and report documents and budgets in a timely manner.

Funder Engagement

- Support the Hive Fund's fundraising by providing timely and accurate data and stories of impact and contributing to grant writing and funder reporting.
- Contribute content to the [Learning Lab](#), an online hub where we share insights, ideas, challenges and learnings from our grantee and funder communities.

- Work closely with funders in the Atlantic Coast Region and across the country to promote the expertise and strategies of grantee partners and the Hive Fund to shift philanthropic practices and increase giving to those on the frontlines of the climate crisis.
- Participate and play a leadership role in networks with aligned funders, including regional associations of grantmakers and issue-specific funder tables.

Qualifications & Characteristics

Core - Ideally, the program officer will have a mix of these core experiences and skills to support their ability to thrive in the role:

- Lived and work experience relevant to climate, gender, and racial justice in the Atlantic Coast region, particularly Georgia and the Carolinas, reflected in a clear commitment to the mission and growth of the Hive Fund.
- 7+ years of grantmaking, grant seeking, nonprofit and/or philanthropic experience preferred, ideally within the climate, gender, and racial justice landscapes.
- Issue expertise on energy systems (especially gas) and stakeholders.
- Familiarity with power-building strategies, policy advocacy, and systems change work.
- Highly collaborative work style with outstanding relationship-building skills, experience contributing to a positive organizational culture, and the ability to operate as a peer and thought partner to internal and external constituents with the highest levels of integrity.
- Outstanding oral and written communications skills, along with strong facilitation skills and experience leading participatory, inclusive, and collective decision-making processes across a diversity of backgrounds and approaches.
- Proven project management abilities to ensure priorities are clearly understood by internal and external stakeholders and that grantmaking programs advance on time and on budget.
- Strong emotional intelligence, humility, and commitment to supporting the expertise of grantee partners and community-based leaders and to inclusive and participatory decision-making processes.

Preferred - Preferably, the program officer will also have some of these desired experiences and skills to enhance their thought partnership in the role:

- Ability to develop a long-term vision and understand the role of grantmaking in moving it forward. A thinker and a doer who understands the role philanthropy can play in achieving climate, gender, and racial justice.

- Ability to learn new areas and approaches quickly and pull in outside expertise as needed.
- Entrepreneurial spirit filled with ingenuity, inventiveness, flexibility, and the ability to help build something innovative from the ground up, both ideating and executing.

WORK ENVIRONMENT, SCHEDULE & TRAVEL

The Atlantic Coast Program Officer will be an employee of the Hive Fund's fiscal sponsor, the Windward Fund. This is a full-time salaried position with comprehensive benefits. As a distributed organization, our team members currently work remotely embedded in key regions across the US and will mainly work from home or in co-working spaces. The Hive Fund will provide necessary office equipment and supplies for remote work and work in co-working spaces. Approximately 25-30 percent travel, mainly regional, is required to support an intentionally distributed workplace, to build trust and relationships by meeting grantee partners in their communities, and to attend conferences and other learning and networking events. Reasonable accommodation will be made for individuals with disabilities, those who have caregiving responsibilities, and those who reside in rural areas.

COMPENSATION & BENEFITS

The Hive Fund's compensation practices support staff in thriving and are part of living into the just, equitable world we are actively creating. These practices are guided by the Hive Fund's six [core values](#), especially transparency, equity, and healing & security. The salary range for this position is \$130,000 - \$165,000, commensurate with qualifications. We also offer access to professional development resources and a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

COMMITMENT TO EQUAL EMPLOYMENT

In alignment with our core values and approach, the Hive Fund is an equal opportunity employer committed to a diverse, collaborative, and sustainable work environment. We believe that White supremacy, misogyny, and economic systems that make pollution profitable are intimately intertwined. Addressing the climate crisis at a scale and in the time needed to avert disaster will require transforming the systems of power governing who

pollutes, who profits, and whose lives are valued. We therefore recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities and strongly encourage all to apply, especially Black, Brown, Asian, and Indigenous people; queer, trans, and gender non-conforming people; intersex people; people with disabilities; and formerly incarcerated people.

The Hive Fund is a project of Windward Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grantmaking programs. Windward is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Windward's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-VERIFY

Windward Fund participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.

HOW TO APPLY

Email a cover letter and resume by June 7, 2024 to careers@hivefund.org with "Atlantic Coast Program Officer" in the subject line, ideally in a single combined pdf. We invite you to use your cover letter to lift up relevant qualifications not specified in this announcement that might make you ideal for the role. Candidate review begins immediately. Advancing candidates may be invited to participate in two rounds of interviews. Finalists may also be asked to respond to an advanced assignment related to a real-time challenge that the program officer would face in this role. We hope to have the new power program officer joining our team by the end of July.