Program Officer

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota’s rural regions during the farm crisis in the 1980s. As the region’s MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals located within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Program Officer

Emphasis – Community Impact Homelessness

- You will provide quality communication and collaboration in all interactions, including external individuals and internal staff and board members.

- You will report to Program Officer – Community Impact Homelessness Lead and work with him/her and others to improve the homelessness response system generally guided by the Northwest Continuum of Care (NWCOC). The primary focus of this position will be assisting the NWCOC to improve the youth homeless response system. This position will take a lead role in implementing projects and ideas supported by the NWCOC youth advisory committees and Youth Action Board with guidance from NMF and regional partners.

- You will facilitate and lead virtual and/or in-person meetings, with a focus on improving the youth homelessness response system and cross-sector collaboration. You will respond to requests for information from NMF’s partners and potential partners. You will be knowledgeable about systems change approaches and community development models to create lasting community impact.

- You will lead the continuous development and implementation of the MyPath web application, assist in creating and managing dashboard data, and writing reports. With guidance from NMF and partners, you administer and implement standard operating procedures for youth to be connected to resources from the MyPath web application.

- You will assist in program design and development, vetting potential grant sources, and writing grant proposal sections, as well as assisting in preparation of reports required by external partners.
• You are responsible for all other duties as assigned.

What success looks like;

• You nurture a culture of high operational excellence and lead others in the organization through your example of courteousness, prompt resolutions, and answers to inquiries and requests from external and internal sources. You will be a person who is curious about the organization and the region we serve and seeks to know the breadth and depth of the organization in order to better serve our communities. You will be a person who demonstrates a high level of initiative and collaboration in working partners to implement system-wide solutions to better serve the regions youth who are unhoused or in unsafe housing situations.

• You are a person who has the ability to set/lead virtual and/or in-person regional meetings and engage key stakeholders serving the regions homeless population. A successful person in this position will be able to work well with youth who have lived experience of homelessness in the region. You have knowledge of basic social work principles and trauma-informed approaches.

• You are an individual with a strong aptitude for technology. You have experience managing online content through various platforms including web applications and social media, search engine optimization, and website analytics. You are a collaborator with a strong ability to write/post/release approved communication content that is clear and concise and meets the communications objectives for both the Foundation and the target audience of the MyPath web application. You have a high aptitude for providing outreach via social media, newspapers, email blast lists, radio, and brochure development.

• You excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You can compile data from complex information systems and produce clear and concise information for key stakeholders to review. You seek to work with other staff in a team-first approach.

• You are a person who will take the initiative to learn about best practices for improving the homeless response system, have the ability to field multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You seek to work together with other staff in a team-first approach.

• The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve. You are a person that will embrace opportunities to develop and grow in your skills to strengthen Diversity, Equity, and Inclusion within the Foundation and for our region.

Ownership of:
• The overall administration and content creation of the MyPath web application.
• Leading and facilitating the work of the NWCOC youth committee(s).

Will collaborate in:
• Regional success of the Youth Action Board.
• Regional stakeholder’s youth case conferencing.
• Coordination of committees and projects of the Northwest Continuum of Care
Required Qualifications:
- Bachelor’s Degree with emphasis in social work, public policy or nonprofit administration.
- Minimum of 2 years of experience working in the nonprofit, private, or public sector, preferably within northwest Minnesota.
- Experience working in rural communities.
- Proven track record in developing grant projects and proposals.

Preferred Qualifications:
- Proficiency in technology and/or cloud-based computer systems
- Ability to analyze complex organizational issues and exercise sound judgment in program evaluation and review.
- Knowledge of northwest Minnesota issues and communities.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to establish and maintain effective relationships with public officials, agencies and general public.
- Ability to maintain complete information and prepare clear and detailed reports.
- Ability to function in a team relationship.
- Ability to work well with youth in the region and people with lived experience of homelessness.
- Knowledge of basic social work principles such as trauma-informed approaches
- Knowledge of best practices for youth development
- Passion for the mission of the Northwest Minnesota Foundation

This position is salaried, commensurate with experience.

The primary location for this position may be a remote home office that is located in the twelve counties or two tribal nations served by the Foundation. A successful individual in this position will spend adequate time in person at our Bemidji offices to foster collaboration and effective team building.

This position will require travel locally, regionally, state-wide, and potentially nationally.

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.