



Senior Program Officer, Tribal and Indigenous Partnerships Climate and Community Resilience (CORE) Hub

JOB DESCRIPTION

May 2023

Location:	Bayside or Crescent City, CA; with routine remote and hybrid work structures
Team:	Climate & Community Resilience Hub - Strategy, Program, & Community Solutions
Reports To:	Executive in Residence, Climate & Community Resilience Hub
Time Commitment:	40 hours/week, Monday-Friday, 8:30a-5:00p, occasional weekends and evenings as needed
Status; Level:	Regular, Exempt; Senior Program Officer
Wage Range:	\$70,000 - \$75,000 annually depending on experience, plus health benefits, retirement benefits, paid vacation, holidays and sick time; \$78,000 annually; expected at 1 year of tenure

About Humboldt Area Foundation + Wild Rivers Community Foundation

Humboldt Area Foundation and Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the region's 27 Tribal Nations and historically Indigenous territories. Our rural, predominantly economically disadvantaged region serves 200,000 residents in over 10,000 square miles of land. HAF/WRCF was founded in 1972 and has current assets of \$155 million and an annual budget of \$15.8 million.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, and the Redwood Region Climate and Community Resilience Hub (CORE Hub). It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

About Redwood Region Climate and Community Resilience Hub (CORE Hub)

The CORE Hub formed in the fall of 2021 with a mission to act with urgency to help transition the Redwood Region's built and natural systems to address the climate crisis through decarbonization and mitigation as

well as adaptive and resilient solutions. To do this important work, the CORE Hub supports deep community engagement, expert technical assistance, and centers equity by ensuring benefits accrue to underrepresented and marginalized communities first and to the greatest extent. The CORE Hub has an overarching goal: To enable the Redwood Region to become the first proven carbon-sequestering rural and Tribal area in the U.S. by 2030, with improved climate resilience across built and natural systems, using trusted, replicable community engagement that delivers equitable outcomes and benefits. The CORE Hub team braids HAF organizational resources—from grant making to community engagement, policy advocacy, network building, to technical assistance—to ensure the greatest impact and progress toward the CORE Hub and HAF goals.

The CORE Hub is implementing the following priorities to build regional climate and community resilience with an emphasis on racial equity and justice:

Tribal Climate Resilience Network

The CORE Hub believes that there is no greater power to deal with climate challenges of our time than Indigenous knowledge and has committed to make its greatest investments in supporting Tribal communities and Tribal Nations. The CORE Hub is launching the Tribal Climate Resilience Network as a way to support Tribal staff working on energy, climate and ecosystems solutions and support the priorities around the work Tribal communities are already doing in these areas. Initial focus of the role is organizing the Network with Tribal Nations in Humboldt and Del Norte with potential to expand to Curry and Trinity Counties. This strategy was created as a result of leadership interests of Tribes in Humboldt and Del Norte on the need for more capacity, flexible funding, and knowledge sharing and learning to advance their climate resilience projects, take advantage of historic public (state and federal) resources for climate resilience, and engage with offshore wind development efforts and related cluster of development efforts that are appropriate for Tribal interests. The Tribal Network work and related content will be co-designed with Tribal Nations.

Renewable Energy Development and a Healthy Regional Ecosystem

One immediate focus of the CORE Hub is community education, technical support, and industry benefits negotiation for Federal Offshore Wind Energy Production. Vital to the CORE Hub is to ensure that this large-scale development advances in a manner that is safe, provides healthy regional benefits particularly to marginalized communities, and does not repeat patterns of extracting resources. The CORE Hub is also working to ensure federal and state infrastructure investments are prioritized for the region to support related onshore energy transition such as grid upgrades and transmission, development of a zero-carbon emission port and adjacent cluster of infrastructure and development systems. To this end, the CORE Hub developed and deployed capacity structures to engage in and shape offshore wind development efforts in the Humboldt region. This includes (1) establishing, convening, facilitating and resourcing the North Coast Offshore Wind Community Benefit Network and Tribal Offshore Wind Community Benefits Working Group; (2) significant outreach and advocacy efforts at the state and national level and (3) engagement and negotiations with offshore wind cluster developers around community benefits. This work will also include provision of legal and technical assistance to Tribal governments to create negotiation and contracting policies that support Tribal judicial sovereignty with respect to incoming large-scale developers, and give them the tools to negotiate with free, prior and informed consent.

Sustained and Embedded Regional Implementation Assistance

The CORE Hub is working with regional partners to expand and formalize the regional technical assistance center concept to accelerate provision of assistance and capacity-building resources to support implementation of engineered and nature-based climate adaptation and mitigation solutions in a market where there are severe constraints. The work includes (1) accelerating pre-development and project readiness including engineering, environmental impact assessment, financial modeling, and policy assessment and design; (2) support of local and regional entities through staffing, training and deep consulting supports such as economic analysis, land use planning, and regional asset assessment; (3) identifying and reducing barriers involving legal, technical, and safety concerns for marginalized

communities. The work will empower climate transition for those who are most unlikely to have resources and influence for implementation, and support market investment and philanthropic grants for shovel-and-investment-ready projects led by marginalized communities.

Job Description Summary

The CORE Hub Senior Program Officer for Tribal and Indigenous Partnerships Tribal leads implementation of all CORE Hub's initiatives in service to Tribal Nations and Native American communities with strong support from and collaboration with other CORE Hub/HAF team members and consultants. This professional will be an enthusiastic supporter of our region's Native American climate and ecological leaders, excited about opportunities to advance indigenous knowledge and practices for the good of all in the shadow of climate change. The Senior Program Officer will be comfortable wearing many hats including as a convener, educator, champion, communicator, and grantmaker. The current priority initiatives include the Tribal Climate Resilience Network and Tribal Offshore Wind Community Benefits Working Group. Additionally, the Senior Tribal Officer will facilitate future engagement, relationship building and partnerships with Tribal Nations and Tribal communities on behalf of the CORE Hub and for CORE Hub initiatives as the program evolves.

Job Duties and Essential Functions

Co-development, management and implementation of initiatives, programs and projects that support CORE Hub's partnerships with Tribal Nations and indigenous leaders in the region. Collaborating across those partnerships to ensure benefits, resources, and support accrues with priority to Native American communities; while also elevating appropriate opportunities to share knowledge, ideas, success stories in order to further Tribal leadership of our region.

- As the main priority, lead implementation of the Tribal Climate Resilience Network (Tribal Network) program including:
 - Serve as a lead contact for Senior Climate Resilience Liaisons/Fellows (Tribal Fellows) appointed by Tribal Nations to the Tribal Network.
 - **Identification of Tribal climate resilience priorities.** Engage with Tribal Fellows to understand their climate resilience priorities and initiatives for the purposes of peer-to-peer learning, coordination and collaboration with the Tribal Network and to surface shared technical assistance needs, including policy advocacy needs. Based on this input, work with Tribal Fellows to co-design the work and related content for the Tribal Network. Lead this work with support from other CORE Hub/HAF team members. Help identify consultant needs for successful delivery of this work and co-manage consultants. Coordinate with other CORE Hub team members, partners and consultants to ensure that Tribal Network's needs are reflected in the design of the Technical Assistance Hub.
 - **Ongoing learning and further development of expertise on climate catastrophe, resilience and Tribal interests and leadership.**
 - **Design and implementation of bi-annual network convenings.** Lead engagement with Tribal Fellows to co-design two in-person Tribal Network convenings to meet their respective Tribal Nations' needs. Determine content, resources, consultant needs and work with consultants and CORE Hub/HAF support staff as necessary to design and deliver the convenings. Support inspiring places for climate science, traditional ecological knowledge, indigenous culture and ceremony, and exchange of Native American ideas of earthly well-being.
 - **Design and facilitation of Tribal Network meetings.** Lead engagement with Tribal Fellows to co-design the content and agendas of these calls to meet needs of their respective Tribal Nations, currently planned as monthly virtual meetings but may evolve. Facilitate peer-to-peer learning, access to experts, and surface shared technical assistance needs. Serve as a lead facilitator of meetings. Identify consultant and other support needs for successful delivery of this work and manage/oversee the consultants and CORE Hub support staff.

- Promote inter-network connection, learning and collaboration where appropriate. Elevate opportunities for funding, resource support, and highlight the work of the Network externally where appropriate. Provide encouragement and be an ally where requested to elevate Network participants good work.
- ***Design and conduct annual learning interviews.*** In lieu of an annual grant progress report, lead annual learning interviews with the Tribal Liaisons to capture insights and recommendations for Network improvement to meet Tribal needs. Synthesize for field building in various formats.
- Create appropriate communications materials and external resources to promote external investment, where sought.
- Support implementation of the Tribal Offshore Wind Community Benefits Working Group (Working Group) including:
 - Ongoing learning about the context of offshore wind and related Tribal interests.
 - Co-design content and agendas for Working Group meetings.
 - Co-facilitate the Working Group meetings.
 - Serve as a lead point of contact for the Working Group and manage all follow-ups and agreed upon next steps.
 - Participate in meetings with the broader Offshore Wind Community Benefits Network and related efforts and engagements.

Grantmaking, Grants Management and Resource Deployment

- Determine the blend of financial and human support resources that empower grantees to succeed in our mutual goals.
- Provide communication and reporting on current grantees with a focus on accountability and learning.
- Bring timely information and critical analysis to the CORE Hub and the Foundation to aid in calibration of immediate needs and long-term approach for strategy.
- Collaborate with Grantmaking Team to implement effective grantmaking.
- Manage CORE Hub grants to Tribal Nations and Tribal communities and relationships with individual grantees. This includes actively leading and participating in collaborative meetings, partner organization led events, and grantee activities as appropriate. Coordinate relationships in conjunction with the broader Strategy and Community Solutions team, and other foundation staff such as policy and communications.

Community Engagement and Knowledge Building

- Manage engagement processes and conduct community outreach and relationship building with focus on Tribal Nations and Tribal communities on a continuous basis, connecting the CORE Hub to specific climate adaptation and mitigation on-the-ground needs across the 4-county region.
- Maintain community relationships, professionally representing the CORE Hub/HAF+WRCF in public settings, and by articulating organization and team roles and goals, vision and values.
- Responsible for documenting and disseminating clear and approachable information from meetings, events, and group activities in a timely way.
- Helps promote and amplify knowledge exchange among communities, reducing barriers and supporting the flow of ideas, practices and our region's indigenous leadership.
- Synthesize insights for advisory committees, policymakers, partners, and other audiences as appropriate to support field building.

Collaboration and Communication

- Collaborate closely with communications staff to develop strategies to promote success, learning, partnership opportunities, and active engagement including recommendations for social media, publications, and news outlets.
- Effectively communicate priorities and resources available to the communities the CORE Hub serves and aid in navigating processes and systems, reducing barriers when needed.

- Represent CORE Hub and participate in conferences, workshops, briefings and other professional development opportunities to remain current on issues.
- Collaborate with Advancement and Philanthropic Innovation Team on fundraising efforts including creating funder briefings, meeting with funders and donors, and development of grant proposals and related reports including program content, community information and data, creating outcomes and indicators, and ensuring ability to share out on deliverables.
- Collaborate and coordinate with HAF cross-functional teams - including Marketing and Communications and Strategy & Development - to ensure alignment on strategy, communications, and work plan activities.
- Identify key requirements and resources needed from cross-functional teams and external partners; obtain resources as identified.
- Participate in all staff meetings, activities and trainings.
- Contribute to CORE Hub strategic plan.
- Other duties as assigned.

Minimum Qualifications

Five years of experience working in field of philanthropy and/or nonprofit sector that has provided the individual with the knowledge, abilities, skills and personal attributes listed below:

- B.A./B.S. degree and four years of experience in community development, public education, community organizing, climate action, sustainability, indigenous or Native American studies, environmental science, regional resilience, philanthropy, or related subject areas and related programs or projects.
- Experience as an effective convener and facilitator of people of all backgrounds and beliefs, and with direct experience working in Tribal Nations and indigenous communities.
- Experience understanding and communicating about the climate crisis and its impacts, climate mitigation adaptation solutions, traditional ecological knowledge and Native American ecological practices, and inequities on a community and structural environmental justice policies.
- Lived experience in Tribal communities in the foundation's four county service region.
- Experience co-designing programs and strategies in partnership with community, through listening and engagement.
- Knowledge of the region (Northern California/Southern Oregon).
- Experience with community network building and relationship cultivation.
- Excitement about the messiness of collaboration, human dynamics, uncertainty.
- Handles interactions with creativity, kindness, and diplomacy.

General Expectations

- Maintains confidentiality and protects sensitive information in accordance with organizational standards and cultural protocols.
- Strong written and verbal communication skills including social media savvy, public speaking experience, and business correspondence etiquette.
- Effective and efficient time management skills and techniques for work in a fast-paced environment where it is important to prioritize and organize workloads to meet multiple duties and deadlines.
- Ability to work independently as well as part of a team; takes initiative and forwards ideas, asks questions when necessary, and collaborates in problem-solving.
- Ability to research, interpret, and analyze a variety of information sources, including technical information.
- Demonstrated ability to receive and incorporate feedback and direction effectively.
- Ability to take initiative as well as to collaborate in problem-solving.

Preferred Qualifications

- More than 5 years experience in climate resilience or/and in Tribal communities
- Experience with or interest in tribal, state, and federal climate policies
- Applicable bilingual proficiency including California Indigenous languages
- Experience managing and/or supervising consultants and support staff
- Experience with grantmaking and/or grantwriting and/or as a grant recipient
- Possess a current valid California driver’s license and ability to be covered under HAF’s auto insurance in order to work with community and attend events

Physical & Mental Requirements of the Job

Work is primarily performed in community, from home, and in formal office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____