

Mitchell Kapor Foundation

**POSITION AVAILABLE (P/T)
Program Coordinator
College Bound Brotherhood**

The Mitchell Kapor Foundation (www.mkf.org) works to ensure fairness and equity, particularly for low-income communities of color. We support organizations and activism that illuminate and mitigate the conditions and dynamics of inequality which particularly impact vulnerable communities.

We are a San Francisco-based family foundation with a small board and staff, which allows us to be responsive and nimble in our philanthropic and social justice efforts. The Foundation is part of a larger community of organizations working on social impact which were founded by Mitch and Freeda Kapor.

We are seeking a part-time (.5FTE salaried with benefits) Program Coordinator for our College Bound Brotherhood initiative. Launched in 2008, the Brotherhood aims to increase the number of African American young men and boys in the Bay Area who graduate from high school prepared for college enrollment and success. The Brotherhood will offer an online database of college readiness programs, a community network of nonprofit organizations, and small grants in support of college prep work.

The Program Coordinator works with the Foundation's Director to create an outreach strategy to potential Brotherhood organizations and serves as the primary contact and implementer. There is little to no direct service work with youth. The Program Coordinator reports to the director and collaborates with our Grantee Advocate to ensure high quality service and support of the Brotherhood's grant recipients and other community organizations.

With the growing visibility of the national Black Men and Boys' wellness movement, this is an excellent opportunity to work with a philanthropic institution in an activist capacity while contributing to a greater social good.

Responsibilities

- Oversees day-to-day work of College Bound Brotherhood initiative through strategizing, grantmaking, and building connections.
- Manages contact information in online database; responsible for monitoring and updating database.
- Acts (with Director) as liaison to larger national collaboratives and efforts concerning black men and boys.
- Performs background research on grant requests; writes grant recommendations for board consideration.
- Visits and converses with grant recipient organizations on a regular basis.
- Compiles and shares achievements and movement of grant recipient organizations based on final reports and ongoing conversations.
- Monitors organizations for assistance and advising opportunities with Grantee Advocate.
- Continually learns and applies best practices in college readiness strategies and grantmaking.
- Seeks and secures opportunities for professional development and program area self-education.
- Writes and contributes regular posts to the Foundation's blog.
- Exemplifies the Foundation's values when representing the Foundation to the outside world and to colleagues in our internal community.
- Other duties as requested.

OVER

Success Factors

- Bachelor's Degree and 3+ years of experience in program management in youth development or education, or equivalent.
- Experience working with African American youth and addressing a range of socioeconomic, educational, and health issues. Demonstrated commitment to progressive social justice. Significant understanding of nonprofit sector dynamics.
- Exceptionally organized and detail-oriented. Excellent analytical and communication skills, especially writing and facilitation. Outgoing and able to build relationships with external constituencies.
- Ability to work independently AND collaboratively with a positive attitude and high standards. Assertive self-starter. Energetic, entrepreneurial spirit and good sense of humor! Ability to identify challenges and actively work to find solutions.
- Proficiency in Microsoft Office Suite software (Word, Excel, PPT); Interest in and comfort with Internet-based social networking, research, and information management.
- Commitment to our Organizational Values:
 - Teamwork
 - Personal integrity and accountability
 - Transformation and Growth
 - Openness and Transparency
 - Individual Initiative
 - Sustainability and Impact

This is a part-time (20 hours/week), salaried position with an excellent benefits package (health, dental, vision, PTO, life and disability insurance) in a respectful work environment – ideal for someone who has another part-time obligation or is enrolled in graduate school.

Please send a resume and brief cover letter addressing your professional skills and familiarity with African American youth development work to jobs@mkf.org with “Program Coordinator” as the subject. We will review resumes as they are submitted, so the earlier we get an applicant's information, the better! We are ready to hire and get started as soon as we find the right fit.

Please, no phone calls, and do not post this position announcement on websites.