Public Welfare Foundation

Mississippi Justice Funders Collaborative
Fund Coordinator/Strategic Planning Consultant
Job Announcement

Organization: Public Welfare Foundation
Position Title: Fund Coordinator/Strategic Planning Consultant
Position Type: Part-Time Consultant (20-30 hours per week)
Position Term: 6-12 months
Hourly Rate: Negotiable
Preferred Location: Mississippi
Application Closes: July 1, 2022
Hiring Timeline: July/early August

*Position is remote and flexible office space will be available at a designated work location in Mississippi. Consultant will be expected to meet in-person to convene meetings with donor members and community partners. COVID-19 precautions must be followed for all in-person gatherings.

About Public Welfare Foundation:
The Public Welfare Foundation supports efforts to advance justice and opportunity for people in need. These efforts honor the Foundation’s core values of racial equity, economic well-being and fundamental fairness for all. [https://www.publicwelfare.org/about-us/](https://www.publicwelfare.org/about-us/)

About the Mississippi Justice Funders Collaborative (MJFC):
In April 2021, a group of local and national funders began to convene, along with local and regional advocacy organizations, on a monthly basis to explore ways to galvanize collective action in support of organizations committed to advancing criminal legal reform and justice transformation in Mississippi. To date, MJFC has focused its efforts on leveraging philanthropic support for grassroots organizations, particularly those led by Black, POC, and formerly incarcerated/directly impacted leaders. Hinds County/Jackson has been an initial focus for the table’s efforts because of the strong ecosystem of local justice-centered groups, in addition to reform-minded elected officials, though the Collaborative is committed to leveraging support for organizations statewide.
MJFC Vision
MFJC’s vision is to build a sustainable local and national network of funders in support of criminal legal reform and transformative justice in Mississippi. The Fund will aim to achieve the following:

- Leverage philanthropic resources to Mississippi for criminal legal reform and transformation that will strengthen the capacity and infrastructure of local organizations and support Black, POC, and formerly incarcerated/directly impacted leadership.
- Build a sustainable, informed, and coordinated network of local and national funders who are engaged in supporting justice reform and transformation work in Mississippi.
- Maintain situational awareness of local justice reform work and the social/political climate for community organizing and advocacy.
- Build strong relationships and collaborations among local/national funders and Mississippi-based justice organizations.

Fund Coordinator/Strategic Planning Consultant Job Description:
MJFC is seeking a Fund Coordinator/Strategic Planning Consultant to lead a strategic planning process and coordinate the Fund’s work over the next year. The responsibilities of the Fund Coordinator/Strategic Planning Consultant include but are not limited to the following:

**Strategic Planning**

- Proven ability to lead the development of a clear and actionable strategic plan to shape the Fund’s work in partnership with the Collaborative’s donor members. The strategic plan will provide a roadmap for the Fund’s key priorities: strategic grantmaking, governance, ecosystem mapping, donor learning & outreach, and community engagement.
- Foster a working culture among the Collaborative that is participatory, engaging, and action-oriented.
- Develop a values-aligned set of systems and processes to support the Collaborative’s work that are grounded in racial justice, fairness, and transparency.

**Coordination and Facilitation**

- Facilitate and schedule meetings and strategic planning sessions.
- Support development of and circulate meeting agendas.
- Document the Collaborative’s work (note taking, recordings).
- Initiate correspondence and communication with donor members and community partners.
**Fund Development & Financial Management**

- Support recruitment and outreach to prospective donor members.
- Meet with MJFC’s fiscal sponsor and review budget to actuals; create financial reports and Fund materials for Collaborative donor members, as needed.
- Support the development of grant proposals and reports, as needed.

**Fund Coordinator & Strategic Planning Consultant Key Qualifications:**

- Deep knowledge of Mississippi and the criminal legal system (including direct experience) with an understanding of Mississippi’s advocacy and organizing ecosystem. Individuals impacted by the criminal legal system are encouraged to apply.
- An understanding of structural racism and systems of oppression.
- At least 5 years of project management and strategy development with proven experience developing strategic plans.
- Exceptional facilitation and communication skills (public speaking and writing), with the ability to align divergent opinions and establish common ground.
- Ability to work collaboratively and build/maintain strong partnerships.
- Competency to support the development/writing of grant proposals, budgets, and reporting.
- Competency in Microsoft Word, Outlook, OneDrive, Google Docs, and other project management tools.

**COVID-19 Policy**

In consideration for the safety and health of its employees and partners, the Public Welfare Foundation requires all employees and contractors to be fully vaccinated against COVID-19 and show proof of vaccination prior to employment. Masks are required in all designated work locations and strongly encouraged in public spaces.

**Application Process**

Candidates must submit a resumé and cover letter to: trobinsonmock@publicwelfare.org. No phone calls please. If you would like to recommend a candidate, please email: trobinsonmock@publicwelfare.org.