



## W.K. Kellogg Foundation Program Officer - Detroit Detroit, MI

### EXECUTIVE SUMMARY

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The W.K. Kellogg Foundation, a leading philanthropic institution helping communities create the conditions children need to thrive, is seeking nominations and applications for a Detroit-focused program officer for its Michigan Programs and Family Economic Security teams. In recent years, the foundation has sharpened its focus on improving conditions for vulnerable children, concentrating on three key factors of success and their intersections: education and learning; food, health and well-being; and family economic security. The foundation has made a generational commitment to grantmaking that advances the vision of a future in which every child thrives. WKKF partners closely with community stakeholders and policy makers to co-create a network of organizations working together to advance economic stability, racial equity, and community and civic engagement, while increasing access to quality education, healthy food, and medical care for children and families in need. This program officer will be dedicated to building pathways to the workforce by leveraging and connecting related systems and infrastructures to improve employment equity in Detroit and southeast Michigan.

As a member of teams led by Faye Nelson and Jonathan Njus, Directors of Michigan Programs and Family Economic Security respectively, the new Program Officer - Detroit will provide leadership and oversight for on-the-ground execution of program efforts that nurture opportunities for achieving positive systemic change that improves economic outcomes for working families and children throughout the Detroit region. The ideal candidate for the role will have a master's degree, or equivalent work experience, in fields related to Family Economic Security, as well as strong local, regional and national systems, policy and programming networks. The new program officer will have systems and programmatic expertise in economic development, job creation, workforce development, employer engagement, job quality, worker organizing, and labor issues. S/he/they will have experience understanding the opportunities for individuals to enter the workforce through a variety of career pathways and demonstrated experience with partnership, program, and systems development reflecting both long-standing and emerging industries in the region. S/he/they will have the capacity, skill and passion to assume leadership and management of a large body of work.

The program officer will screen and recommend grants for funding, conduct site visits, manage and monitor a portfolio of grant programs aligned with the strategic framework, and collaborate within the Michigan Programs and Family Economic Security teams and across the foundation to develop a more interdisciplinary approach to grantmaking. The program officer will maintain strong, authentic relationships with grant seekers and grantees and act as a spokesperson for the W.K. Kellogg Foundation, effectively communicating the foundation's goal of partnering with communities to improve the well-being of children and their

families. The program officer will work closely with stakeholders in Detroit as well as state-level partners to foster economic vitality and new investments for the city.

## HISTORY AND MISSION

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In 1930, breakfast cereal pioneer Will Keith Kellogg donated \$66 million in Kellogg Company stock and other investments “to help people help themselves,” launching the W.K. Kellogg Foundation. The foundation began its work in Michigan, but by the 1940s had expanded its work internationally and was breaking ground in areas such as rural children’s health, “mainstreaming” children with disabilities, and the development of the healthcare profession. By its 50<sup>th</sup> anniversary, the foundation was among the world’s largest private philanthropic organizations. Its mission reflects the foundation’s core priorities of thriving children, working families, and equitable communities, and the dynamic connection between the three.

*“The W.K. Kellogg Foundation supports children, families, and communities as they strengthen and create conditions that propel vulnerable children to achieve success as individuals and as contributors to the larger community and society.”*

To advance this mission, the W.K. Kellogg Foundation created a framework supported by an innovative matrixed organizational design to prioritize investment decisions and maximize effectiveness toward achieving the desired ends and improvements for children and their families. This new framework supports disciplined choices toward targeted outcomes and stronger alignment across programs. It is a focused and networked approach to strategic programming that relies on close cross-foundation collaboration and agile teams to leverage human capital and knowledge resources to positively impact vulnerable children, families, and communities. Across bodies of work, the foundation implements an array of change-making tools – grantmaking, impact investing, contracting, networking, and convenings – to ensure progress. A commitment to racial equity, community engagement, and leadership development are woven into each endeavor as essential to the creation of a social context in which all children can thrive, particularly the most vulnerable.

## MICHIGAN PROGRAMS & FAMILY ECONOMIC SECURITY

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As the W.K. Kellogg Foundation’s home state, Michigan has always held a special place in its mission. The foundation has a focused team whose work in the region is committed to the health, happiness, and well-being of all children in the community. Critical to that effort is having the community fully engaged in its own outcome. The Michigan Team is distributed across the State with offices in Battle Creek, Detroit, and Grand Rapids and is one of four critical place-based teams at the foundation. The Michigan Programs and Family Economic Security teams are integral in advancing grantmaking that focuses specifically on secure and sustainable employment and economic development in vulnerable communities in Michigan. The foundation believes that its work must focus on community and civic engagement as well as racial and economic equity in order to create real, systemic and lasting change for Michigan’s children and their families.

## GRANTEE HIGHLIGHTS:

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WKKF works with industry partners and technical education programs to ensure there are clear pathways to employment for diverse populations. The foundation also supports families in developing a base of financial security that will enable them to support and engage in the education of their children and to save for the future. Additionally, WKKF is committed to helping develop diverse local leaders with influence and who can help leverage other local and national philanthropic dollars.

### Detroit Employment Solutions Corporation

Detroit Employment Solutions is the workforce agency for the City of Detroit. WKKF support will help Detroit Employment Solutions increase employment opportunities for Detroit residents by building strategic leadership intended to achieve goals outlined by the Mayor's Workforce Development Board.

### Entrepreneurs of Color Fund

Entrepreneurs of Color Fund is a new source of business capital for Detroit businesses owned by entrepreneurs of color and businesses that primarily hire people of color. WKKF financial support is providing business owners greater access to capital and business assistance. Loans can be used to expand, finance equipment, address short-term cash flow needs and provide contractor lines of credit.

### Detroit Regional Workforce Fund (Access for All)

The Detroit Regional Workforce Fund, which is operated by the United Way for Southeastern Michigan, provides workforce training to increase career readiness of Detroit residents. With support from WKKF, Access for All offers Detroiters more than 290 hours of classroom and worksite training in the skilled trades (carpentry, masonry, operating engineers, plumbing, etc.), while also innovatively equipping workers with a "point of access" to skilled trades employment.

### Southwest Detroit Business Association

The Southwest Detroit Business Association fosters innovation, drive, and commitment to support the community's vision for a healthy, vibrant neighborhood. This is accomplished by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit. WKKF funding will be used to support the creation of a Small Business Advocacy Center to increase the number of Detroit-based/owned businesses certified to bid on state and federally funded projects and to assist small business hiring by removing barriers to work preventing Detroit residents' full access to jobs created.

### Southwest Economic Solutions

Southwest Economic Solutions strives to provide opportunities for individuals and families to achieve greater economic success and has become a leader in workforce development services. WKKF financial support is providing holistic solutions in workforce preparation, employer services and job placement/retention for Detroit residents who are long-term unemployed and/or who face multiple barriers to equitable quality employment, including high school dropouts, single parents, returning citizens and others.

## OPPORTUNITIES AHEAD FOR THE PROGRAM OFFICER

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The new program officer will join an extraordinary team of individuals who are passionate about eradicating social disparities and improving well-being for all children. S/he/they will also be part of a closely connected cross-disciplinary team executing the place-based work that spans across Michigan, Mississippi, New Mexico, New Orleans, Haiti, and Mexico. The place-based teams strive to improve conditions across these diverse places by sharing best practices and aligning resources, approaches, and assessment of grantmaking to drive solutions for systemic social change.

The new program officer can expect to engage in the following opportunities:

- **Provide leadership and oversight for on-the-ground execution of grantmaking efforts that are aligned and integrated with the unified mission and vision of the foundation.** The program officer will be experienced in urban workforce and economic development and will possess a deep understanding of the importance of access to jobs that pay a living wage. S/he/they will recognize the systemic barriers that have prevented minority communities from gaining access to a range of career fields and be actively engaged in breaking down those barriers. S/he/they will develop a strong network of key stakeholders, policymakers, community leaders, and grantees that support the foundation's mission and inform and advance its work in Michigan. The program officer will expand and deepen the foundation's work in employment equity, community development, and economic development, shaping the work and supporting communities to enhance the well-being of children and families in Detroit and the surrounding areas.
- **Collaborate with and support prospective and existing grantees in developing funding strategies, requests, and plans with a focus on change-making relevant to policy and advocacy.** The program officer will provide high-level technical assistance to grantees including conducting site visits and consulting on model development, partnership negotiations, leadership capacity building, and coaching. S/he/they will identify and recommend grantmaking opportunities that leverage WKKF investments for maximum impact in creating systemic change, and will maintain strong, authentic relationships with grant seekers and grantees, ensuring mutual understanding of WKKF program direction, goals, and expectations.
- **Create learning communities and collaborative networks amongst grantees and partners, develop and manage learning and evaluation components for grants, and cultivate a wide breadth and depth of knowledge about trends, practices, and issues relevant to workforce development, economic development, and employment equity.** The program officer will work closely with WKKF's Learning and Impact team to incorporate assessment components into program efforts to measure progress and impact. S/he/they will document and circulate lessons learned from grant investments, networking meetings, and other foundation-related activities. S/he/they will work collaboratively to identify and prioritize the highest value knowledge and learning from the foundation's grant investments and networking meetings.
- **Build public and policy goodwill and awareness of issues affecting vulnerable children and families.** The program officer will contribute ideas on how the foundation's knowledge and learning could be packaged and disseminated to benefit nonprofit executives, business leaders, government

officials, community leaders, parents, and other external stakeholders of the foundation. S/he/they will serve as a credible, articulate representative and spokesperson for the foundation and will communicate the program's strategic direction and funding interests to various audiences, internal and external to the foundation.

- **Identify and nurture opportunities for affecting positive systemic change.** The program officer will join a team responsible for grantmaking locally and nationally, specifically to advance key campaigns for Family Economic Security, including but not limited to, employment equity, workforce development, community development, and economic development.

## QUALIFICATIONS OF THE IDEAL CANDIDATE

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The ideal candidate will be first and foremost committed to the foundation's mission and will have a current understanding of broad socio-economic, systemic forces affecting the economic wellbeing of children, their families and their communities. S/he/they will be distinguished as a leader in the broad field of economic security, with a strong team orientation, a high tolerance for ambiguity, and the ability to adapt quickly to change.

While no one person will embody all of the qualities enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

- Eight to ten years of significant relevant local and state systems experience in workforce development, community development, economic development, and/or employment equity; familiarity and experience with the grantmaking process as well as strong networks in Detroit and nationally are a plus; Master's degree in a field relevant to the portfolio is preferred;
- Demonstrated flexible, multidisciplinary thinking required to address the social determinants of economic security and the drive to shape and inform the work based on the immediate issues and opportunities found in communities; understanding of the broad social and economic forces that affect communities and families and shape programming efforts; holistic and multi-dimensional approach to leadership development, organizational change, and community transformation;
- Sophisticated understanding of economic disparities in Detroit and throughout Michigan and the related systems and policy landscapes at the local, state, and federal levels; ability to navigate successfully the different legal, social, and political forces at play in the local governance systems in Detroit; and knowledge of financial systems, capital markets, and economic mobility policy and practices that leverage diverse models and effective strategies for economic security, particularly among underserved communities;
- Expertise in understanding philanthropy's role in policy development to sustain program success and the current trends, movements, and best practices in developing policy to advance and magnify philanthropic investment and capitalize on emerging opportunities;

- Capacity to develop and implement impactful programs and effectively communicate conceptual program and systems frameworks to grant-seekers and trustees; deep and comprehensive understanding of program design and development, systems, networking, and community change;
- Experience in leading efforts to build coalitions between nonprofits and employers who are committed to creating equitable and sustainable environments for low-wage workers, women, and persons of color;
- Demonstrated success in forging and stewarding partnerships with the private sector, government agencies, foundations, policymakers and stakeholders in economic development, workforce development, and community development organizations in support of children and families;
- The knowledge and sensitivity to effectively work with and support vulnerable communities including appreciation for historical context, discernment of relationship nuances and power dynamics, and understanding of social, racial, and ethnic realities;
- Demonstrated ability to develop and implement programs that have impact; ability to think globally while working locally, representing WKKF to a variety of stakeholders and intermediaries in a credible and influential way and with a selfless manner focusing on values and the greater good;
- Successful experience working as part of a multidisciplinary team and working effectively with persons from diverse cultural, social, and ethnic backgrounds; willingness to set aside a personal agenda in favor of organizational and/or community goals and objectives;
- Strong relationship building and communication skills; the ability to have authentic dialogue around sensitive issues including funding priorities, WKKF expectations, and community concerns; highly developed emotional intelligence and active listening skills, and the ability to use interpersonal and political skills in collaborative, diplomatic ways;
- Excellent writing, editing, analytical, and oral communication skills including the ability to collect, review, synthesize, and present information and findings;
- Ability to multitask and meet deadlines within designated timeframes, as well as demonstrated resourcefulness in setting priorities; strong organizational skills and exceptional attention to detail with the ability to work both independently, take initiative, and contribute ideas for enhancing performance;
- An optimistic outlook and the humor, integrity, and patience necessary to work within a transformative environment; and
- Ability to travel approximately 50 percent time is required; regular attendance on-site at the Battle Creek headquarters to facilitate interaction and synthesis of the grantmaking programs is required.

## APPLICATIONS AND NOMINATIONS

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More information about the W. K. Kellogg Foundation can be found at [www.wkkf.org](http://www.wkkf.org).

The W.K. Kellogg Foundation is conducting this search with assistance from Katherine Jacobs and Melinda Hull of the national search firm, [NPAG](#). Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications including your resume (in Word or PDF format) and a cover letter describing your interest, qualifications, and where you learned of the position should be sent to: WKKF-DPOED@nonprofitprofessionals.com. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) as the only contents in the subject line of your e-mail.

**The W.K. Kellogg Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.**