

We're looking for a community-minded, intellectually curious and collaborative person to join the Foundation's grantmaking team as a Grantmaking Officer. This is a great opportunity for someone with deep understanding of and experience with Native culture, history and communities to support the people and communities in this area. We are a group of people who are passionate about learning, equity and making the most impact we can in this vast and varied region. If this sounds like you, we invite you to consider applying!

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### **Background**

The Bush Foundation is a private foundation based in St. Paul, Minnesota. The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth. Today, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the geography. We work to inspire and support creative problem solving - within and across sectors - to make our region better for everyone. Learn more about us at [BushFoundation.org](http://BushFoundation.org), including our work in [Native nations](#) and our commitment to addressing [racial wealth gaps](#).

### **Job Purpose**

This position will join with four other grantmaking officers (GOs) to ensure the Foundation is finding and considering the highest potential ideas from communities throughout the region and making decisions grounded in understanding of community needs and capacities.

The GOs work across all of the Foundation's program areas to assist in the development of strategy as well as outreach and promotion of grant opportunities and grantee selection. The specific focus of this position is to strengthen the ties between the Foundation and its partners across the 23 Native nations and communities that share geography with Minnesota, North Dakota and South Dakota.

### **Core Responsibilities**

*Work collaboratively to ensure we are open and responsive to the communities:*

- Manage and staff the 'front door' for the Foundation, including office hours and a hotline that can respond to a wide range of inquiries about funding opportunities such as organizational priorities, community initiatives and conversations about how to support individual leadership growth and development.

*Review and research proposals to select grantees and fellows:*

- Review incoming applications for all programs, apply program criteria using independent judgement and work collaboratively with other team members to test assumptions and conclusions.
- Conduct community due diligence and prepare write-up analysis.
- Decide which proposals should be moved forward for further consideration.

*Find new ideas and people where investment might have a big impact:*

- Conduct targeted community outreach to identify ideas and people that might be strong candidates for Community Innovation, Bush Fellowship or other potential Foundation investments and partnerships.
- Stay informed on key issues in communities across the region, share learnings on big events/issues with all staff.
- Share what you know about collaborative problem-solving and community engagement practices in both internal and external settings.

*Manage relationships with grantees and potential grantees:*

- Manage relationships for a portfolio of grantees.
- Provide coaching and support to grantees in order to bolster their problem-solving efforts and help them to think bigger and differently about their work.
- Provide feedback and coaching to declined applicants, in particular to those whose projects or proposals show great promise.

*Be an active and engaged partner with other Foundation staff:*

- Review, develop, implement and improve team workflows and projects. Work with staff across the Foundation to ensure coordination between programs and teams.
- Contribute to cross-foundation work and learning that advances the Foundation's overall strategic goals. This would include activities like participating in ad hoc work teams, equity projects, strategic initiative work and organization-wide workshops and committees.
- Actively demonstrate core organizational values in performing all duties.

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**Key Characteristics and Qualifications**

- At least five years' experience in public, nonprofit or related private sector field, preferably with some of that experience leading community engagement, leadership development and/or public policy activities.
- Experience with some or all of the 23 Native nations and Native communities in this region is required since a major emphasis for this position is working with Native people and communities. That experience could be in a wide range of roles, including with tribal government, grass roots community groups and/or Native non-profits.
- Significant experience building and maintaining effective partnerships in the region served by the Bush Foundation. Familiarity with the major issues, context and history of the people and communities in this region is a plus.
- Demonstrated skills with reviewing grants and proposals, familiar with analyzing proposals to see how they fit with the criteria for the programs and offering feedback on how they can be improved.
- Enjoys and is good at collaborative decision making, comfortable with offering and explaining own point of view, listening to diverging opinions and adjusting perspective.
- Strong written and verbal communication, interpersonal, time and project management skills in order to effectively coordinate work assignments and relationships in the field and across multiple teams.
- Demonstrated skill in working effectively and supportively with applicants across a wide variety of issues and with people of different backgrounds and communities.

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**JOB DATA:**

Reports to: Jackie Statum Allen, Grantmaking Director  
Classification: Exempt  
Starting salary: \$104,500 annually

Location: Employees must live in the Bush Foundation region, with most living in the Twin Cities. Foundation staff are currently working remotely with discussions underway about how and when to re-open the Foundation's office space in St. Paul, Minnesota.

Travel: When travel is safe again, some travel will be required (up to 40% with significant flexibility), mostly in the region served by the Bush Foundation.

Schedule: Occasional adjustments to the work schedule can be expected in order to participate in community activities or meet priority deadlines.

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## Our Values

**Spread Optimism.** We encourage individuals and organizations to think bigger and think differently about what is possible. We are positive and supportive in our internal and external interactions.

**Work Beyond Ourselves.** We actively seek opportunities to work in true collaboration with others to have more impact. We are willing to both lead and follow. We candidly share what we learn with others.

**Everybody Matters.** We are a champion for both excellence and equity inside and out of the Foundation. We have fair, open and inclusive processes. We work to raise overall quality of life while also closing opportunity and achievement gaps.

**Steward Well.** We demonstrate appreciation for the Foundation's history and thoughtfully build on its legacy. We hold ourselves to high standards of integrity and accountability and conduct ourselves in a way we hope would make our founders proud.

**More Good. Every Year.** We are a true learning organization and work to be smarter and more effective every year. We never lose sight of the reason we exist: to do the most possible good with the resources left to the community by Archibald G. Bush.

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### To Learn More:

#### *Informational Webinar*

We will be hosting a brief webinar on May 24 at 11:00 a.m. Central Time to introduce some of the people that you would be working with and to explain more about the position and the Bush Foundation. During the live webinar, there will be time to answer questions. A recording with closed captions will be posted on our website shortly after the live webinar.

Please register for the live webinar here:

<https://attendee.gotowebinar.com/register/6113508266341155597>. If you wish to remain anonymous, you may register for the webinar using "Archie Bush" as your login name.

### To Apply:

Please send a cover letter and resume to [Talent@BushFoundation.org](mailto:Talent@BushFoundation.org), with Grantmaking Officer in the subject line.

In your cover letter, please describe your interest in the position and the experience you've had that lines up with the grantmaking officer job. If you have an example of a grantmaking or funding process that you've been a part of - reviewing proposals, making recommendations, working with potential applicants - we'd be really interested to learn more about that too.

We'll be accepting applications until noon (Central Time) on Wednesday, June 23, 2021.

Thanks for considering a job with the Bush Foundation!

*The Bush Foundation is an Equal Opportunity Employer.*