

Stryker Johnston Foundation

Position Title: Resource and Relationship Partner

Reports to: Executive Director, Stryker Johnston Foundation

Location: Stryker Johnston Foundation office in Kalamazoo, MI and remote

Start Timeframe: Immediately upon hire

About the Stryker Johnston Foundation: The Stryker Johnston Foundation (SJF) is a private family foundation based in Kalamazoo, Michigan. We partner with organizations and initiatives working to strengthen and build thriving, equitable communities. We envision a world where everyone has the opportunity to live a safe, healthy, productive and fulfilling life. Currently, we invest in and collaborate with organizations and initiatives working towards the elimination of intergenerational poverty in Kalamazoo County, Michigan. We strive to ground our work in a trust-based philanthropy model, which is a transparent, relationship-centered approach that prioritizes trust and ongoing partnership. Together with our partners, we are working to disrupt the cycle of poverty in Kalamazoo County and use our positional power, privilege and resources to support, champion, and amplify the work of changemakers across our community. Please visit our website at www.strykerjohnstonfoundation.org to learn more about our funding priorities and grantmaking program.

About the Role: We seek to hire a full-time Resource and Relationship Partner to join our small, close-knit, nimble team. The Resource and Relationship Partner will work closely with the SJF team to implement SJF's grantmaking program and monitor its grant portfolio. They will work to ensure the grantmaking process is equitable, effective, and aligns with the foundation's mission, vision, funding priorities, and guiding principles. This individual will support grantseeking organizations through the grant application process, review and evaluate proposals, develop funding recommendations and rationales, develop/maintain relationships with grant partners, and conduct end-of-grant reflections. They will seek to remove barriers and open up access and opportunities for grant partners, and support grant partners to increase their influence, resources, and assets. They will also solicit and utilize feedback from grant partners to improve foundation processes, refine grantmaking priorities, and support continuous organizational learning and reflection.

In order to be successful at the Stryker Johnston Foundation, a team member must be able to:

- Work in an environment where curiosity, not certainty, informs our work.
- Build rapport and trust with our team, grant partners, and field leaders.
- Work collaboratively with our team, grant partners, and field leaders.
- Lead and manage your own body of work, from inception to completion.
- Set expectations of our team, grant partners, and field leaders appropriately.
- Be aware of your limits and be willing to ask for help when needed, trusting that the team will be here to support you.
- Operate with humility, knowing we don't always get it right or have all of the answers.

Primary roles and responsibilities include:

Grant Program Development and Implementation

- Integrate and utilize a trust-based philanthropy approach throughout SJF grant program(s).
- Assist SJF in establishing and/or refining grantmaking priorities and evaluation criteria and implementing grant program(s).
- Research issues, organizations, and practices to inform and strengthen SJF's grant program.

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- Respond to inquiries and requests from individuals and organizations.
- Provide guidance to grantseekers on accessing and navigating the grant proposal process.
- Conduct due diligence for grant applications, which includes:
 - Reviewing and evaluating proposals.
 - Conducting research, site visits, communications, and financial analyses related to proposals.
 - Contributing to grant funding recommendations and rationales.
 - Notifying applicants of funding decisions.
- Maintain grant records in the foundation's grants management system.
- Conduct end of grant reflections with grant partners.
- Actively solicit and utilize feedback from grant partners to improve foundation processes, grantmaking priorities, and support continuous organizational learning and reflection.
- Work with the SJF team to review and assess the grant program(s) regularly and explore ways to improve grantmaking processes and procedures.

Support Grant Partners

- Build and maintain trust-based relationships with grant partners.
- Identify potential new grant partners and support them through the grant application process.
- Work with grant partners to identify their needs and provide support to them, including researching and identifying resources to support them in accessing resources in philanthropy and other sectors.
- Facilitate connections across organizations and other community resources to cultivate learning and connection.
- Provide feedback to and receive feedback from grant partners.
- Integrate feedback into grant processes
- Monitor progress of grants.

Community Outreach and Engagement

- Attend relevant community meetings and events.
- Represent SJF at various community meetings, task forces, collaborations, etc.
- Build and maintain positive professional relationships with local community partners, funders, the nonprofit sector, and others relevant to SJF's mission.
- Seek opportunities to collaborate with other individuals, groups, and organizations to advance SJF's mission.
- Develop and pursue opportunities to amplify the work of our grant partners and other community partners.

Internal Learning and Engagement

- Stay informed of issues and events relevant to SJF's work and share insights with the SJF team.
- Develop and present internal updates and reports to the SJF team and Board of Directors.
- Actively participate in SJF meetings and committees.
- Work collaboratively with team members to achieve organizational goals.
- Evaluate own performance and assume responsibility for professional development.
- Embrace philosophy of and actively engage in lifelong learning including self-reflection and growth regarding personal bias from an anti-racist and anti-oppressive lens.

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We are looking for someone who is:

- Passionate about trust-based grantmaking and transformational philanthropy.
- Well-informed of community trends and issues relevant to SJF's mission.
- Self-motivated and comfortable working independently.
- An organized, detail oriented project manager who is confident in managing complex project workflows and timelines and consistently meets deadlines.
- An excellent communicator, networker, and relationship builder, able to calmly, directly and strategically navigate difficult conversations.
- Skilled at synthesizing and summarizing complex information.
- Dedicated to continuous reflection and learning and cultivating self-awareness.
- Committed to working with integrity in all aspects of their work, building and maintaining trust with the team and partners, and respects and maintains confidentiality.

What you will need (knowledge/skills/experience):

- Alignment with the mission, vision and priorities of SJF and committed to SJF's grantmaking [guiding principles](#) and [trust-based grantmaking approach](#).
- Bachelor's degree or an equivalent combination of training and relevant work experience in program coordination, development, and/or management.
- At least two to four years of progressively more responsible experience in the philanthropic sector or related field (such as nonprofit, social enterprise/business, consulting, impact investing, etc.).
- Experience working in the nonprofit sector and/or grassroots organizations preferred, and a solid understanding of nonprofit operations.
- To understand, embrace and carry out a trust-based approach to grantmaking.
- To be anti-racist and have a strong commitment to and practice of addressing white supremacy and anti-Blackness throughout the work.
- To have a clear understanding of diversity, equity, and inclusion within the philanthropic and nonprofit sectors.
- Effective written, verbal, and interpersonal communication skills.
- Mastery of building meaningful relationships in philanthropy, social movements and the broader nonprofit sector.
- Strong project management skills, demonstrated through previous projects managing multiple internal and external stakeholders (e.g. working across organizations).
- Ability to work collaboratively, contribute proactively to collective decisions, and execute in alignment with them.
- Proficient understanding of Google Workspace applications (including Gmail, Docs, Slides, Sheets, etc.), MS Office.
- Experience with or ability to learn how to effectively use a grant management system (Foundant GLM) and project management system (Asana).
- Experience representing organizations in community settings.
- Ability to conduct research and summarize complex information.
- The ability to perform the primary roles and responsibilities of this job with or without reasonable accommodations.

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Working Conditions:

- Flexible, hybrid work environment. SJF's Kalamazoo, MI office and remote work opportunities.
- Typical work hours between 8:00 am-5:00 pm ET, with opportunities for a flexible work schedule. Occasional evening and weekend work.
- Fluctuating workload due to various deadlines and cyclical processes.
- Extensive keyboard and computer monitor use.
- Exposure to sensitive and confidential information.
- Occasional on-call availability to handle work problems, emergencies/crisis situations, etc.
- Local travel to attend community-based meetings. Occasional regional or national travel required.

Compensation:

- Competitive salary (commensurate with qualifications and experience) and benefits package, including a 401k plan, health and dental insurance, wellness program, paid time off, and annual professional development opportunities.
- Base Salary range: \$65,000-\$80,000

The information above is intended to describe the general nature and requirements of this position. It is not meant to be an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform this job, individuals must be able to satisfactorily perform the primary roles and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary roles and responsibilities.

How to Apply

We are an equal opportunity employer and strongly encourage applicants with diverse identities, backgrounds, and life experiences to apply. Please email a resume and cover letter highlighting your experience and interest relevant to the position to jobs@strykerjohnstonfoundation.org with the subject line "Resource and Relationship Partner." **Applications will be accepted until January 26, 2022.**

Please let us know if you require accommodations to apply for this position. To request an accommodation, please call 269-488-8484 or email jobs@strykerjohnstonfoundation.org.

Last Updated 1/6/22