

Grantmakers Advancing Economic Equity

## **Louisiana Asset Funders Network Program Officer Role Description**

The Asset Funders Network (AFN) is a national membership organization engaging philanthropy to advance economic opportunity and prosperity.

The Asset Funders Network is seeking a skilled, highly motivated and entrepreneurial individual to join the organization as the Louisiana Program Officer. The Program Officer will have deliverables with a particular focus on developing the Louisiana chapter of AFN including cultivating and facilitating the Louisiana AFN Steering Committee, engaging area funders and financial institutions as members and participants in regional and national AFN activities, as well as developing responsive programming aligning with goals and strategies established by the regional chapter.

As part of the role, the Program Officer will coordinate with local funders to define and address issues of common interest, as well as work with AFN regional funders to develop initiatives and align strategic grant making.

The Program Officer will also support funders to align investments to support Louisiana AFN strategic issues reflected in the Louisiana AFN Work Plan.

## **Deliverables and Services:**

- Under contract, the consultant serving as AFN's Louisiana Program Officer is specifically responsible for defined deliverables reflecting Louisiana AFN priorities.

### **Connect and Build**

- Engaging grantmakers and financial institutions with AFN's value proposition and potential of peer technical support, shared metrics, and aligned funding efforts.
- Cultivating the AFN chapter including coordinating follow up efforts, hosting events and strategic efforts to cultivate and engage funders as members and asset building investors.
- Leading the development of a sustainable chapter supported by funders and financial institutions.
- Organizing and supporting an Louisiana AFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.
- Providing information and fiscal feedback via the AFN CFO to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.

- Engaging at least 3 funders/financial institutions who are not members to add at least 2 active regional members in 2022.

### **Inform and Elevate**

- Implementing the AFN Strategic Work Plan to achieve deliverables for the region.
- Creating a regional work plan including goals and planned activities, outputs and timetable.
- Informing the grant proposals (via the AFN Grants Manager) and reports to support Louisiana planned activities, or to support issue briefs or projects related to regional interests.
- Coordinating and supporting regional programming and convenings, e.g. funder/regional forums including identifying and coordinating 1-2 speakers and as appropriate related webinars and funder surveys.

### **Influence**

- Representing AFN at conferences and funder groups as a thought leader.
- Providing support and content expertise to AFN webinars, conference sessions and meetings (as requested or as developed through a planning process).

## **Requirements**

Full COVID-19 vaccination required.

- Minimum of seven years' experience in philanthropy or the non-profit field.
- Experience and comfort working independently, with remote colleagues.
- Excellent writing and presentation skills.
- Experience and comfort facilitating groups, managing events, and leading meetings.
- History working with philanthropy and/or nonprofits to advance social and/or asset building strategies preferred.

## **Location for Work**

AFN has no office. The Regional Program Officer would be based in the state of Louisiana working remotely from their home or leveraged office space with the ability to travel to meetings as needed throughout the region.

## **Compensation**

A negotiated rate reflecting experience and deliverables. There is good potential for this position to grow in hours and compensation over time, particularly as new members and initiatives are undertaken.

### **Salary Range**

This position starts at 25% of full-time employment which is equivalent to \$27,500 plus benefits.

### **Benefits**

Benefits include a 401K contribution, health expenses reimbursement (QSEHRA), home office expense reimbursement (up to \$2,500 per year), PTO, and more.

## **Term**

August 1, 2022 - December 31, 2022 Initial Trial Term. Renewable annually upon performance.

### **Maximum hours of work**

This employment contract for services is estimated to be 33 hours per month over 5 months (commensurate with experience and the agenda of activities) anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work. Depending on the work planned and fundraising for Louisiana AFN the contract has the potential for growth in the hours.

## **About AFN**

The Asset Funders Network (AFN) is:

- the leading national non-profit membership organization that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

## **How to Apply**

Interested candidates should submit their resume and a statement of interest to [employment@assetfunders.org](mailto:employment@assetfunders.org). Please reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis.