Bush Foundation
Position Announcement:
Community Innovation Program Manager

The Bush Foundation is looking for two skilled, versatile and highly motivated professionals to join the Foundation’s Community Innovation Team and put their skills to use for a dynamic and mission-driven organization.

Background

The Bush Foundation is a private foundation based in St. Paul, Minnesota. We invest in great ideas and the people who power them, helping individuals and organizations think bigger and think differently about what is possible for their communities.

The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth, and today works in communities across Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography. You can find much more about us at BushFoundation.org.

These positions are part of the Community Innovation (CI) team. The CI team focuses on inspiring and enabling communities to create innovative solutions to the challenges they face through two programs--Community Innovation Grants and the Bush Prize for Community Innovation. Through these programs, the CI team provides encouragement, support and resources to communities striving to innovate throughout the region.

The Foundation is looking for two program managers to provide day-to-day leadership for key elements of the Community Innovation team’s programs. We will divide the following responsibilities between the two new Program Managers based on their qualifications and experience.

Core Responsibilities & Key Relationships

- Participate in and manage aspects of day-to-day CI program selection processes, including:
  - proposal review, including site visits
  - grantee selection
  - applicant feedback
  - grantee support
  - evaluation
  - regional outreach
- Apply program strategy and guidelines using significant judgment and discretion.
- Shape and guide development, implementation and improvement for specific CI workflows and projects, which could include: evaluation, community engagement, applicant inquiry, data management or grantee support. Exercise independent judgment and engage colleagues in advancing projects.
- Work with staff across the Foundation to ensure strategic and operational coordination and integration between programs.
- Demonstrate content expertise on program strategy and community innovation in internal and external settings.
- Participate in cross-foundation strategy, programmatic collaboration and learning opportunities that advance and support the Foundation’s overall strategic goals.
- Actively demonstrate core organizational values in performing all duties.
- Other duties as assigned.
Minimum Qualifications

- At least five years of experience in public, nonprofit or related private sector field, with demonstrated ability to manage multiple priorities concurrently and effectively. Experience in a grantmaking role is a plus.
- Track record of curiosity, persistence and innovation in previous professional experiences.
- Strong communication, interpersonal and project management skills.
- Demonstrated ability to lead projects in a collaborative manner and to exercise independent judgment.
- Demonstrated success at building and maintaining relationships and working collaboratively.
- Demonstrated ability to effectively interact, communicate and collaborate with people from a wide range of cultural backgrounds.

Our Values

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.

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 that we hope would make our founders proud.

INFORMATIONAL WEBINAR:

We will be hosting a brief webinar on Tuesday, January 10 at 12:00 noon (central time) to better acquaint you with the Bush Foundation and the Community Innovation Program Manager positions.

Please click on this link to register: http://bfdn.org/CIPMw

The recording will be available on our website following the webinar.

JOB DATA:

Reports To: Mandy Ellerton, Community Innovation Director
Molly Matheson Gruen, Community Innovation Director

Classification: Exempt

Working conditions: General office environment. Some travel is required, up to 25%. Periodic adjustments to work schedule may be necessary.

To APPLY:

Please email a cover letter, resume and brief writing sample to the Bush Foundation at Human_Resources@bushfoundation.org or to Human Resources, Bush Foundation, 101 Fifth Street East, Suite 2400, St. Paul, MN 55101. Applications received by 12:00 noon central time on Friday, January 27 will receive priority consideration. (Writing samples will not be returned.)

The Bush Foundation is an Equal Opportunity Employer