



POSITION DESCRIPTION
PROGRAM OFFICER – HOUSING AND PUBLIC-PRIVATE PARTNERSHIPS
CRANKSTART

San Francisco CA – June 2023

About Crankstart

[Crankstart](#) envisions a vibrant, thriving Bay Area, where our region’s prosperity is shared, strengthened, and realized by all who live here. We are a family foundation, based in San Francisco, working with others to address social issues and their underlying causes. Crankstart’s main interests are education; a thriving democracy; economic mobility; housing security; the environment; and the basic sciences. In 2022, Crankstart made over \$200m in grants, with about 60% going to nonprofits in the San Francisco Bay Area. Crankstart is very much a startup and consists of 10 core team members of diverse backgrounds. Crankstart’s values include authenticity, collaboration, learning, commitment, and hope.

The Opportunity

Crankstart is currently hiring a Program Officer to support the Foundation’s philanthropic and community engagement efforts related to housing security and public-private partnerships in San Francisco and Oakland. The ideal candidate has 5+ years of professional experience, with at least three to five years of direct professional experience in various roles across the housing, homelessness, or community and economic development ecosystem, especially in a government setting. A nuanced understanding of the historic and current causes of homelessness and housing instability in the Bay Area, especially San Francisco, and a desire to promote proven and innovative solutions, especially through partnerships and bridge-building, are essential.

The Housing Security and Public Private Partnerships strategies are still being built out and have huge potential. In 2023, Crankstart anticipates housing grants will total approximately \$25 million.

The Program Officer works with the Senior Program Officer - Housing to steward multiple grant portfolios within the Housing Security and Public-Private Partnerships strategies. The Program Officer will need to be able to focus, research, and build a rationale for the most effective investments. They support ongoing development, prioritization, and implementation of discrete funding activities to further the impact of our grantee partners. They collaborate with other programmatic staff to maintain strategic and organizational alignment across issue areas,

and drive projects focused on ensuring our grantmaking processes are running smoothly for everyone involved. They identify and meet with organizations to conduct due diligence and make funding recommendations to the team and the Board, all while demonstrating Crankstart's values and remaining grantee-centered. They ensure the voices, inputs and lived experiences of Crankstart's grantee partners, community leaders and grantee beneficiaries (e.g., students, clients, residents, etc.) are at the center of the Foundation's decisions and practices.

The Program Officer will be expected to research and recommend housing security grants, working with nonprofit providers and advocacy organizations of various sizes and approaches. They will support the Senior Program Officer in stewarding high-touch relationships with Crankstart grantees, preparing grant recommendations, evaluating outcomes, and maintaining a strong learning network (including other nonprofits, grassroots groups, public officials, funders, and researchers).

The Program Officer should have strong expertise in one or more of the Foundation's Housing Security strategies - Homelessness Solutions, Affordability, and Pro-Housing Policy - and should understand how public systems, private markets, and the nonprofit sector work together. Especially as the Foundation further develops its Public-Private Partnerships scope, experience within a public agency or elected official's office is valuable. While government experience is desired and preferred, Crankstart also welcomes lived and/or practitioner experience in any of the following: homelessness response systems, housing development, public health systems, mental & behavioral health services, policy advocacy, land use law or policy, community and tenant organizing.

The Program Officer should be: 1) an individual who can think analytically without losing the human perspective; 2) a strong project manager who can work independently but enjoys collaboration; 3) comfortable with self-directed time management, tech-driven collaboration tools, and a high volume of deadline-driven reading and writing; 4) able to understand the unique dynamics of working in philanthropy 5) passionate about supporting social change leaders and constituents while recognizing their role in the ecosystem; and 6) able to get joy and energy from hard work with diverse team members and partners.

Key Responsibilities

Grantmaking and Relationship Management (60%)

- Identify and research nonprofit and community organizations who would be strong grantees for Crankstart funding priorities.
- Coordinate and facilitate conversations with prospective and current grantees to learn more about their work and invite their feedback on Crankstart's work.
- Write and present funding recommendations to the team and to the Board, answering key questions about why Crankstart should support a local nonprofit or community organization.

- Communicate funding decisions to prospective, current, and past grantees with authenticity and diplomacy.
- Plan and coordinate check-ins with grantees and other key partners (e.g., peer funders, local elected officials, etc.) through email, video calls, site visits and phone calls to understand their needs and identify patterns across portfolios.
- Scope and drive special grants projects with multiple stakeholder groups, e.g., a Request for Proposals, grantee convening, etc., in collaboration with other program team members at Crankstart.

Strategy Development and Alignment (25%)

- Drive strategic alignment across portfolios by proactively surfacing needs, insights, and trends across the Housing Security ecosystem that may impact grantmaking strategy and practice.
- Scope and lead strategic learning and evaluation projects to evaluate philanthropic impact and effectiveness of funding activities, using historical data from Crankstart's grants to date and research from the field.
- Participate in and occasionally facilitate annual strategic planning processes to support team understanding of housing and public-private partnerships.
- Independently organize, allocate, and distribute resources within a portfolio in response to emerging needs or opportunities.

Team Operations (15%)

- Pilot and iterate on operational systems, processes, and tools that support ongoing practice of team norms and incentivizing of efficient, trust-based philanthropy.

Qualifications

The Program Officer, Education will be or have the following:

- 5+ years of professional experience, with at least 3-5+ years of direct professional experience in the housing, homelessness, or community and economic development ecosystem, especially in a government or legislative setting.
- Strong expertise in one or more of the Foundation's Housing Security strategies: Homelessness Solutions, Affordability, and Pro-Housing Policy, and an understanding of how public systems, private markets, and the nonprofit sector work together to help or hinder housing security and urban vitality.
- A nuanced understanding of the historic and current causes of homelessness and housing instability in the Bay Area, especially San Francisco, and a desire to promote proven and innovative solutions, especially through partnerships and bridge-building.
- A passion for cities and their residents; a desire to see them thrive, and an understanding of the unglamorous work of systems change needed to advance this goal.
- A strong community- and equity-oriented mindset and a drive to advance racial and economic justice through housing.

- Passionate about supporting and uplifting the work of nonprofit and community leaders in San Francisco, Oakland, and Chicago.
- Excellent project management skills and experience working on complex, long-term projects that involve a diverse range of stakeholders and types of people, both internal and external to an organization.
- A strategic thinker who does not shy away from prioritization.
- Excellent verbal and written communication skills with a focus on being able to synthesize complex concepts, information, and a strong point of view to make decisions.
- Proactive about asking questions and seeking support but also self-directed once there is clarity re: task and role.
- Hungry to make a difference and recognize that big and small tasks alike add value.
- Able to thrive in a dynamic, startup environment; able to shift gears quickly to adapt to changing priorities and enjoy doing a little bit of everything.
- Demonstrated ability to build genuine, productive, trusting relationships with a diverse array of stakeholders and partners.
- Lived experience with Crankstart's targeted communities and/or issue areas is highly desirable.

Location

Hybrid: The Program Officer must have the ability to travel to Crankstart's San Francisco office three times a week, and travel mostly in/around San Francisco and Oakland to build relationships with partners and grantees.

Compensation and Benefits

The target salary for this role is \$150,000 - \$170,000. Crankstart offers a competitive salary based on experience and a benefits package including medical, dental, a 15% 401k match, generous vacation and paid holidays, and a generous Employee Giving Alignment Program.

To Apply

Martha Montag Brown & Associates, LLC, in strategic partnership with Gumbs + Partners, has been retained to conduct this search. Interested and qualified candidates should apply by sending a resume and substantive cover letter by email to search@marthamontagbrown.com. All correspondence will remain confidential.

Crankstart is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, gender identity or expression, marital status, mental or physical disability, veteran status, age, or any other legally protected status. Crankstart also prohibits harassment of applicants or employees in any of these protected categories. We continue to prioritize the health and safety of our employees and partners. Consistent with that commitment and in light of the substantial and growing body of evidence that vaccinations remain the most effective protection against the spread of COVID-19, we require that members of our workforce be fully vaccinated