



# HEADWATERS™

FOUNDATION *for* JUSTICE

**Position Title:** Co-Executive Director  
**Reports To\*:** Board of Directors  
**Open Through:** February 20, 2025  
**Salary:** \$166,000

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of the community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

## Position Summary:

Headwaters Foundation for Justice (HFJ) is seeking a co-executive director to advance the organization's efforts to organize donors and philanthropy and shift more money to Minnesota movements for justice, and to do so in ways that align with and embody our shared vision for collective liberation. This position will work in parallel with the current co-executive director and reports to the HFJ board of directors.

## Context for the Shift to Co-Executive Director Structure

In 2021, as a response to the many social, political, and cultural shifts that occurred during the pandemic, HFJ established an organizational development committee that included staff from across departments and two board members. This committee engaged the staff and board in a culture-building process that resulted in significant shifts in how staff work with one another, the relationship between staff and board of directors, and the policies and practices that



govern the organization. The staff and board are committed to continuing this work to build collective capacities for shared leadership in the organization and to foster a human-centered organizational culture.

The organization had been operating with an interim executive director since March 2023. A major outcome of this process was an organization-wide decision to shift executive leadership to two co-executive directors. HFJ's staff and board hope that having co-executive directors will decrease the isolation of the role and the corresponding likelihood of burnout, allow the organization to expand what is possible in philanthropic organizing locally and nationwide, deepen our commitments to our community, ensure continued support for culture-building work, lean into our value of distributed leadership, and model what can change in the sector. In the summer of 2024, HFJ posted the co-executive director position internally and hired [Bilal Alkatout](#) as one of two co-executive directors after formal review and serving as interim executive director.

While the co-executive directors will have many of the same responsibilities as a traditional executive director, most decisions in the organization will be made using the advice process - a decision-making model that prioritizes input from people with expertise and those who will be impacted by decisions. Many policy-level decisions that might have traditionally been made by the executive will be made by the staff as a whole or by the staff and board together.

**Responsibilities:**

HFJ is seeking a co-executive director to bring experience, passion, and excitement for exploring what is possible in philanthropic organizing locally and nationwide. The co-executive director will work collaboratively to provide accountability, openness, and flexibility to expand and model distributed leadership while working in support of Headwaters' mission.

The co-executive directors will be collectively responsible for the following and will be expected to divide the responsibilities in a way that plays to each person's strengths, creates opportunities for collaboration, and balances each person's workload:

1. Expand our philanthropic organizing, foundation fundraising, and individual donor development so we can move more money to movements.
2. Actively participate in national and local networks and alliances with like-minded funders to build collective influence and power.
3. Deepen our connections within the Minnesota movement ecosystem.
4. Launch and co-lead a community-engaged impact evaluation and strategic planning process that will shape our approaches to donor organizing and participatory grantmaking and ensure HFJ is accountable to Black liberation, Native self-determination, and gender justice in the coming years.



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5. Ensure HFJ has the financial resources and administrative oversight it needs to operate with abundance within a changing socioeconomic landscape.
6. Embody and support the staff and board's efforts to embody HFJ's values and our shared practices for alignment and collective decision-making.
7. Support the board of directors' ability to make good oversight decisions through open communication, partnership, and mutual accountability.
8. Supervise director-level staff and other key roles.
9. Other duties as needed to ensure the health and integrity of Headwaters Foundation for Justice.

### **Required skills and qualities for success:**

- Proven leadership experience, including staff supervision, organizational decision-making (financial and operational), and external representation with stakeholders.
- Strategic thinker with the ability to anticipate long-term challenges and opportunities.
- Decisive, action-oriented leader with a focus on outcomes.
- Highly emotionally intelligent, bringing joy and empathy to leadership.
- Openness to using generative approaches in conflict resolution.
- Strong commitment to social justice and liberation movements.
- Proven track record of raising significant funds from diverse sources, including experience organizing radical donor support.
- Ability to cultivate and sustain relationships with individual donors and foundations to support organizational goals.
- Experience building relationships with diverse groups, including those with structural privilege and wealth, as well as those who have been targeted by systems of oppression.
- Established networks with local and national foundations and/or corporations committed to social justice philanthropy.
- Passion for relational organizing and community-driven efforts.
- Experience leading multiracial teams in diverse environments.
- Knowledgeable in nonprofit operations and management.
- Openness to continuous learning and collaborative work.
- Interest in developing and strengthening muscles around collaborative leadership.

### **Also appreciate but not required:**

- Previous experience as a co-executive director or executive director.
- An understanding of or openness to somatic practices



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## Current COVID-19 Circumstances

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:

- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.
- Employees are required to be fully vaccinated against COVID-19. You are considered fully vaccinated and up to date when you have completed a COVID-19 vaccine primary series **and** have received either the Moderna or Pfizer bivalent booster dose.
- HFJ enforces a masking policy in the office requiring all employees and guests to wear masks.
- Employees who have known exposure to COVID-19 are asked to work remotely following CDC guidelines.
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19.

## Salary and Benefits

Salary is \$166,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers unlimited time off.

## Environment

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends are required.

## To Apply

Attach your cover letter and resume as one PDF in an email with "Co-Executive Director" as the subject line to Melissa Martinez-Sones at Mighty Consulting: [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org). To be considered in the first round of screening, please submit your application **no later than Friday, February 28<sup>th</sup>**. Questions can be directed to Melissa at Mighty Consulting at 651-808-3409 or [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org).