



## IRVING HARRIS FOUNDATION

**Title:** Tenets Program Associate  
**Reports to:** Tenets Director  
**Status:** Full-Time  
**Apply by Date:** November 15, 2024  
**Salary Range:** \$80,000 to \$83,000 with an annual bonus between 3-7%  
**Location:** Chicago, IL

### **WHO WE ARE**

The Irving Harris Foundation (Foundation) enhances the quality of life for children, families, and communities by advancing human potential, social justice and equity, and creative experience and expression. The Foundation is a strategic grant maker, investing approximately \$13 million annually in the fields of early childhood development, infant and early childhood mental health, reproductive health and justice, arts and culture, and Jewish values in the U.S. and Israel. The Foundation's grants aim to address root causes, leverage public and private resources, provide technical assistance, and foster collaboration through public-private and funder partnerships.

The Foundation has embraced and worked to advance Diversity, Equity, Inclusion, and Belonging (DEIB) in our philanthropic efforts. For the Foundation, DEI is not a goal to be accomplished, but a reflective, intentional journey in which we are consistently striving toward more equitable policies, systems, and communities. We continue to lean into the commitments we made as a Foundation in solidarity with Black Lives and the Foundation's decision in 2021 to center intersectional racial equity. This includes internal work to deepen our efforts to be an antiracist organization including racial equity and culture change training, strengthening our policies and procedures, and new grantmaking practices. Externally we are centering racial equity in our grantmaking, field leadership, and special initiatives which includes increasing the amount we invest in Black Indigenous People of Color (BIPOC) led organizations, exploring how to lift-up voices of pregnant, birthing, and parenting people focusing on community driven solutions and using our grants and field leadership to support efforts designed to dismantle systems of oppression that have and continue to cause harm <https://www.irvingharrisfdn.org/who/>.

As we look to the future, the Foundation has made the decision to sunset in 2032. This decision builds on our commitment to more deeply center intersectional racial equity and our aspiration to further shift and share power. Spending down all of our assets over a shorter period will put these resources more quickly where we feel they belong in the hands of the communities we work to support. As we move into this phase, we intend to listen deeply to grantee and community voices, communicate openly and honestly, and co-create approaches to building on our work that open up meaningful new possibilities with our collective resources and creativity.

### **Diversity Informed Tenets for Work with Infants, Toddlers and Families (The Tenets):**

The Diversity Informed Tenets Initiative, a program of the Irving Harris Foundation, was co-created by an intergenerational, diverse group of infant and early childhood mental health leaders who are part of the Irving Harris Foundation's Professional Development Network (PDN) with the active support and engagement of the Foundation <https://diversityinformedtenets.org/about/our-team-4>.



The Tenets are a set of aspirational principles, rooted in the awareness of self, of organization, of policies, and systems of care to provide tools for people to engage in diversity informed practice through self-transformation. The Tenets are disseminated to the field through the Tenets Initiative which provides Tenets workshops, trainings, and consultation to organizations and groups working with infants, young children, youth and families. While the Tenets remain an important program of the Foundation, the goal is for the Initiative to become self-sustaining over time as an independent resource for child and family serving fields.

## **POSITION SUMMARY**

### **Key responsibilities include:**

- **Project Management:** Oversee, support, and implement various projects, systems and processes within the Tenets program, ensuring that goals are met effectively and efficiently.
- **Administrative Support:** Provide essential administrative support such as scheduling, documenting meetings and conducting research. Help manage the full Tenets Initiative team's calendar, Zoom, Calendly, and Monday.com accounts. Responsible for managing the Tenets Inbox including responding to Tenets workshop inquiries and requests. Oversee and manage Tenets workshop scheduling, Tenets Facilitators' calendar coordination and initiating new/returning client planning calls.
- **Operations:** Learn the current Tenets operations structure, update, and provide new structure to processes. Document processes and organizes current Tenets Google Drive and fully manages Google Suite.
- **Collaboration:** Work closely with the Tenets Initiative Director, Committees and consultants to support the implementation of the Tenets strategic plan. Work closely with the IECMH Program team and external partners to support and foster key relationships within the Foundation and with all our external field and organizational partners.
- **Cross-Program Support:** Collaborate across program areas including Early Childhood (EC), Reproductive Health and Justice (RHJ), IECMH, and Jewish Values (JV) to ensure cohesive and integrated efforts. Support the work of culture change in IHF by developing and encouraging ways to prioritize adaptability, processing time, and spaciousness.

### **An Ideal Candidate**

We are seeking a Tenets Program Associate who is deeply committed to advancing our mission and the strategic implementation of the Diversity-Informed Tenets through collaborative and inclusive work. The ideal candidate will have a strong understanding of Diversity, Equity, Inclusion, and Belonging (DEIB) principles and demonstrate both personal and professional dedication to fostering equitable and inclusive practices.

The Tenets Program Associate should possess key DEIB-related skills, including the ability to:

- Engage in critical self-reflection, recognizing and addressing their own biases and areas for growth.



- Navigate complex conversations around race, identity, power, and privilege with confidence, respect, and empathy.
- Apply a systems-thinking approach to identify and dismantle inequities in processes, structures, and relationships.
- Facilitate inclusive dialogues, ensuring all voices are heard and valued, particularly those from historically marginalized communities.

Additionally, the candidate should be highly independent, well-organized, and comfortable asking questions for clarity and context. They will be confident in their coordination skills, proactive in identifying potential risks or barriers, and capable of driving initiatives forward with initiative and resourcefulness. Join us to make a meaningful impact and support our vision of equitable care for all.

### **Project Management Expectations**

#### **A. Support for Tenets Director, Tenets Stakeholders, and Committees:**

- Structure and manage projects within the Tenets Initiative that includes developing comprehensive project plans, timeline development, tracking budgets, contract management support, and ensuring all project components are advanced with completed deliverables.

#### **B. Administrative and Project Management Integrations:**

- Initiate and manage all aspects of meeting preparation and coordination by scheduling, developing agendas, preparing meeting materials, note-taking for Tenets Director, consultants and Committees.
- Support, maintain and contribute to the development of strong, efficient administrative systems and practices to improve the Tenets operations.

#### **C. Tenets Workshop Coordination/Scheduling:**

- Function as the primary contact & lead for Tenets workshop engagements with new and repeat clients.
- Maintain up to date Tenets participant and client data in database with timely and accurate tracking of information so all issues are resolved.
- Manage all scheduling, meeting planning and/or technical facilitation/assistance of Tenets virtual and in-person trainings, workshops, and consultation efforts
- Manage and track all financial transactions related to the Tenets including invoicing and payments for workshops and consultation, contract management, expense tracking and reimbursements.

#### **E. Tenets Event Meeting Support/ Event Planning and Management**



- Collaborate with the Tenets Director to plan Tenets Initiative team meetings, virtual and in-person retreats, and work plan reviews.
- Lead all strategic and tactical oversight when convening Tenets Initiative meetings in partnership with Tenets Director & Tenets Facilitator

## **Research, Evaluation, and Learning**

### **A. Research**

- Collaborate with Tenets Director to provide thought leadership for tracking developments in the field that would include best practices, relevant policies, DEIB program models, DEIB and racial equity funding trends to inform the Tenets strategy for continuous program improvement.

### **B. Evaluation**

- Support the collaboration for data collection and analysis processes with the Tenets Director, Facilitator, and steering committee.

### **C. Learning**

- Engage in professional development and continuous learning, including attending conferences, meetings, webinars, and participating in other field-building/professional development opportunities.

## **Program Administration, Reporting, and Communications**

- Work with the Tenets Director, Facilitator and Committees to develop Tenets Initiative program evaluation and analysis plans.
- Contribute to the Foundation's ability to track and communicate its work, investments, and impact of the Tenets Initiative strategies internally and externally.

## **Overall Foundation Effectiveness**

- Collaborate across program areas to advance the Foundation's vision, mission, internal and external goals.
- Perform administrative and other tasks developed by the Program team to support the Foundation's vision and mission.

## **Foundation Organizational Culture**

- Contribute to the building of an inclusive and equitable organizational culture that is joyful, inclusive, equitable and trusting.
- Support the Foundation's commitment to live into its values of becoming an anti-racist organization.
- Engage and participate in workshops and consultation on racial equity including activities of the Equity Belonging and Transformation Committee.



### Position Requirements and Qualifications

- Passionate and experienced in promoting and advancing diversity, equity, inclusion, and belonging, values these principles, takes a liberatory stance in their work, and enjoys engaging with and collaborating on a team that brings together diversity of thoughts, perspectives, and expression.
- Bachelor's degree required and master's degree preferred in a related field such as infant mental health, public policy, early childhood, child development, education, social justice, public health, maternal child health, psychology, community development, social work, and/or humanities.
- Project management certification (e.g., PMP, CAPM, PRINCE2) preferred.
- Demonstrated passion for advancing liberatory social justice and equity through community driven approaches and solutions.
- Strong administrative and organizational skills, with the ability to manage multiple projects and priorities effectively.
- Experience with capacity building and technical assistance.
- Independent, highly motivated, a self-starter who can demonstrate strong administrative or operational leadership skills.
- Strong interpersonal skills, and ability to collaborate and work well with internal and external partners.
- Ability to be flexible, adaptable, and to think conceptually, strategically, and learn quickly.
- Demonstrated problem-solving and strong analytical, written, and verbal communication skills.
- Proficiency in using project management software (e.g. Monday.com, Microsoft Project) and other technology tools (e.g. Microsoft Office Suite, Google Workspace).
- Individuals with high levels of integrity, thoughtfulness, curiosity about creating equitable and just internal processes, and sense of humor will be prioritized.
- Adaptability and Growth Mindset: Show a growth mindset, receptivity to feedback, and the ability to learn from successes and challenges and be adaptable.
- Ability to travel for in-person meetings and events as needed.

This position offers the opportunity to be part of a mission-driven team committed to making a difference in the lives of pregnant and birthing people, infants, young children, and families. We welcome candidates who are passionate about our work and dedicated to creating positive change. We encourage passionate and interested candidates to apply even if you do not meet every qualification.



### **WHY THE FOUNDATION?**

The Foundation offers a competitive salary/benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Competitive Fulltime Salary – salary range \$ 80,000 – 83,000 and commensurate with experience
- Annual bonus, 3-7%
- Professional Development Opportunities
- Tuition Reimbursement
- 401(K) contributions of 15% after 1 year (no match required)
- Generous employer paid Health, Dental and Vision package
- Vacation accrual of 18 days in year one increasing in year 2
- 10 PO PSSL days (up front) upon hire
- Bank Holidays plus 3 floating holidays
- Closed the week between Christmas and New Year
- Work week 4 ½ days per week
- One in-person collaboration day a week and access to an office at any time

The position is based in Chicago, Illinois. The Program Associate may travel on occasion.

### **HOW TO APPLY**

Interested individuals should submit a cover letter, resume and two-to-three-page writing sample at the following link: <https://smrtr.io/nPjgg>.

*The Irving Harris Foundation is committed to an inclusive, fair and equitable workplace where everyone is a respected and valued member of the team. The Foundation values and actively seeks diversity in its workplace. The Foundation's inclusive and equitable practice is embedded in recruitment, hiring, training, and promoting persons in all job classifications. The Foundation does not discriminate against any individual with respect to the terms and conditions of their employment based on that individual's race, ethnicity, color, religion, national origin, citizenship, sex, age, disability, pregnancy, childbirth, medical condition, marital status, military service or veteran status, sexuality or status in any other group protected by federal, state or local law. In addition, the Foundation administers all personnel decisions such as compensation, benefits, transfers, layoffs, returns from layoffs, etc. in accordance with the principles of equal employment opportunity.*