

## **JOB OPENING: Thornburg Foundation**

**Position:** Policy Officer – Pursuing Federal Funds, Thornburg Foundation  
**Reports to:** Executive Director  
**Based:** Thornburg Foundation Office, 2300 Ridgetop Road, Santa Fe, NM  
**Hours:** Full-Time

### **JOB DESCRIPTION**

The Thornburg Foundation is seeking applications from qualified candidates to establish and lead a new Pursuing Federal Funds Initiative (working title) at the Foundation. The initiative will focus on strengthening the non-profit sector's capacity to pursue and secure public funding, such as available through the Bipartisan Infrastructure Law, the Inflation Reduction Act or the American Rescue Plan. The initiative will support leveraging public and private funding toward current Thornburg Foundation initiatives of K-12 Education, Water, Good Government, Land and Agriculture, and Homelessness. The initiative may support advocacy efforts to build out public/private matching funds and state agencies capable of supporting public and private entities seeking federal funding. The initiative will advance research, training, and technical support for non-profits pursuing federal funding opportunities. The Foundation is committed to promoting equity and the initiative seeks to support entities that otherwise might have limited capacity or access to federal funding.

As this is a new initiative area, the position will lead the development and establishment of the Foundation's strategic plan for the Pursuing Federal Funds Initiative; once the plan is approved by the Executive Director and Board of Directors, the PFF Policy Officer will then be chiefly responsible for developing and managing a multi-year grantmaking portfolio consistent with the strategic plan.

### **Candidates must demonstrate:**

- Commitment to, experience in, and enthusiasm for advancing policy to help non-profits leverage governmental funding aligned with the Foundation's strategic initiatives of K-12 Education, Water, Good Government, Land and Agriculture and Homelessness. *required*
- Experience working in a bi-partisan way, building coalitions, and engaging diverse stakeholders and tribal communities; *required*
- Strong written and oral communication skills, as well as organizational and interpersonal skills; *required*
- Must operate with an entrepreneurial mindset, be self-directed, and highly collegial; *required*
- 5+ years of executive, legislative, campaign, or related political or advocacy experience from within government, the non-profit sector, philanthropy, or other related industry; *required*
- Undergraduate degree in public policy, social sciences, business, or related field; *required*. Master's or Juris Doctor degree; *preferred*
- Strong Project Management skills to ensure grants are developed, submitted, monitored and reviewed on a timely basis; *required*

- Knowledge and experience working with large governmental grants; *strongly preferred*
- Understanding of the New Mexico political landscape; *strongly preferred*
- Experience building issue-advocacy strategies to advance long-term policy objectives; *preferred*

**Essential Duties:**

- Develop and lead a comprehensive strategy designed to advance approaches to help non-profits successfully garner, manage and implement government-funded projects.
- Work closely with fellow Foundation policy officers to enable, monitor and evaluate the expansion of governmental and philanthropic funding to their initiative areas.
- Work closely with prospective and current grantees to develop new grant applications, support grant implementation, and ensure grant reporting.
- Quarterly presentations to the Foundation Board of Directors on the progress of the initiative and grant recommendations.
- Coordinate and collaborate with partners and stakeholders to advance a strong research and policy agenda.
- Work in a bi-partisan way to build coalitions and engage diverse stakeholders in any strategy, such as national and local business organizations, community and elected officials, tribal entities, legal experts, nonprofit organizations, foundations and community-based organizations.
- Ongoing engagement and consultations with national, regional and state funders and funding collaboratives around the Pursuing Federal Funds work.
- Provide necessary reporting and updates to the Executive Director for his communications with the Thornburg Foundation executive committee.
- Work with the highest integrity and in full compliance with applicable rules, regulations and standards.
- Occasional travel in-state as well as national travel required.
- Willingness to learn and ability to be flexible with changing priorities and responsibilities; *preferred*
- Applicant must pass a background check.

**Compensation & Benefits:** Competitive salary (Range: \$85-\$95k), depending on experience; health care benefits; Paid Time Off; Sick Leave; and 401(k) plan.

**Location:** This position is based out of the Thornburg Foundation office in Santa Fe, NM. The position allows for hybrid work, but non-Santa Fe staff schedule 2 days per week in the office. The Foundation does not offer remote work options.

**To Apply:** No phone calls. Please submit a cover letter that specifically addresses how your expertise and background match the job description requirements, your resume, and contact information for three references (two must be former or current employers) by February 2, 2024. Email applications to [leslie@thornburgfoundation.org](mailto:leslie@thornburgfoundation.org) and include “PFF Program Officer” in the subject line.

The Thornburg Foundation believes that diversity and inclusivity are vital to positive long-term success for our strategies and the foundation's outcomes. We are proud to be an equal opportunity employer. All qualified applications receive consideration for employment without regard to race, creed, color, religion, sex, gender, gender identity, sexual orientation, marital status, national origin, disability, age, or veteran status. The Foundation now reports to the board of directors on diversity and inclusivity and continually works to bring awareness to the importance of this issue.

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