



IEFA Action Team Lead Description

The **Inland Empire Funders Alliance (IEFA or Funders Alliance)** is a collaborative network of organizations with significant formal grantmaking activities in the Inland Empire region of Riverside and San Bernardino Counties that have joined together to increase communication, coordination, and collaboration to advance our guiding principles of **equity, advocacy, and systemic change**.

- **Equity** to advance racial equity and social justice, including disparities and structural inequities affecting Black, Indigenous, and People of Color (BIPOC) communities
- **Advocacy** by and on behalf of nonprofits and the communities they serve
- **Systemic Change** to address problems at their roots and strengthen underlying determinants of well-being and flourishing

For IEFA members, a core mechanism of supporting and engaging with the organization is the participation on one or more Action Teams. Participation is an opportunity to make a contribution to the region while building skills and relationships with leaders in the field by working collaboratively on a specific issue. The work IEFA's action teams spearhead drives the progress and impact the Funders Alliance have on the region and the field of philanthropy.

Each Action Team is led by one or two Team Leads with a term of two years. Action Team Leads are nominated by current team leads, Advisory Board members, Action Team members, or self-nomination. This position serves two core functions: (1) provide guidance, structure and leadership for the Action Team, and (2) represent the Action Team within the IEFA Advisory Board as a contributing member to IEFA strategy, decision-making, and operations.

The following document delineates the responsibilities of Action Team leads with respect to these two core functions. For further IEFA governance details on Advisory Board bylaws, please see the [Advisory Board Guidelines](#).

Action Team Leadership

The primary duties of the Action Team Lead within their respective team are as follows. Descriptions of the current Action Teams are included at the end of this document



- Attend monthly planning meetings in collaboration with backbone consultants of Praxys Leadership to develop the Action Team meeting agenda, strategize on the team's outcomes and timeline, make key decisions, and discuss the status of the team
- Attend and facilitate monthly Action Team meetings and support in-meeting action item execution and follow up, group discussion, decision-making, and forward planning
- Contribute to the development, review, and revision of Action Team documents including but not limited to team charters, meeting agendas, deliverables, powerpoint slide decks, communications, and relevant bi-monthly member meeting materials
- Harness the collective power and expertise of team members in alignment with the [IEFA Operating Plan](#) and [Strategic Vision](#)
- Be a key voice in the development of objectives, timelines, team norms, and activities
- Provide updates on the Action Team's progress and accomplishments to IEFA members during the bi-monthly general meetings
- Embody the IEFA values, mission, and vision

Advisory Board Membership and Participation

The IEFA Advisory Board is composed of the Chair, Vice Chair, and each Action Team Lead(s). The role of the Advisory Board is to govern and lead the Inland Empire Funders Alliance in achieving its goals and serve as a resource to the Project Director and their team. In line with this role, the Advisory Board's responsibilities include:

- Serving as the governing body for the Inland Empire Funders Alliance
- Making strategic decisions about the mission and direction of IEFA
- Establishing and following IEFA's policies and procedures
- Working with the Project Director and Project Team to implement IEFA's mission and goals
- Leading at least one IEFA Action Team (if not serving as an at-large Advisory Board member)
- Supporting and overseeing the Project Director and other Project team members
- Serving as an advocate, ambassador, spokesperson, and connector for IEFA in the philanthropic community
- Supporting fundraising and membership activities by facilitating introductions to potential donors, collaborators, thought leaders, and other key stakeholders

Qualifications

- Member institution is in good standing with the Inland Empire Funders Alliance, contributing to its mission, vision and goals through financial and/or human capital.



- Has a critical analysis of racial and economic justice and commitment to achieving equity in the Inland Empire
- Have at least three years experience in a nonprofit, philanthropic or public sector leadership/management position
- Have strategic visioning, planning, operations, or fiscal oversight/budget management capacity
- Have the time and willingness to participate in the required meetings below in addition to occasional additional meetings as necessary
 - One monthly, 1-hour Action Team Lead planning meeting
 - One monthly, 1-hour Action Team meeting
 - One monthly, 2-hour Advisory Board meeting
 - One annual Advisory Board retreat



IEFA Action Teams

Collaborative Grantmaking Initiatives (CGI) Action Team

Purpose

The purpose of the Collaborative Grantmaking Initiatives Action Team is to uplift the IE region and its needs by mobilizing pooled resources into the community and transforming philanthropic practice.

Core Activities

- Provide oversight, leadership, and decision-making related to implementation of collaborative grantmaking initiatives to advance equity, advocacy, and systemic change.
- Support the ongoing initiatives, currently including the the Black Equity Fund, a trust-based philanthropy partnership with the Inland Empire Black Equity Initiative raising \$5 million over two years to support Black-led and -empowering organizations in addressing systemic barriers to racial equity in the region.
- Support and lead fundraising for pooled and aligned funding
- Create a new Collaborative Grantmaking Initiative (e.g., Native American, IE fiscal sponsorship)
- Test and provide feedback on the Collaborative Grantmaking Toolkit by applying it to current and new initiatives

Learning Agenda (LA) Action Team

Purpose

The purpose of the Learning Agenda Action Team is to challenge assumptions, foster learning, catalyze collaboration, and spur innovation by developing a coherent program of sector-spanning convenings and action-oriented conversations.

Core Activities

- Design and lead bimonthly member meeting programming: focus conversations, member spotlights, and interactive discussions.
- Develop convenings to engage in deeper dives, workshops, and action agendas.
- Collaborate in joint programming with SCG, IECF, and other partners.

Advocacy Planning (AP) Action Team

Purpose



The purpose of the Advocacy Planning Action Team is to operationalize IEFA's guiding principle of Advocacy by developing a plan defining the potential role(s) IEFA and its members play in advocating for equity and systemic change in the region. The plan will include recommended organizational strategies and policies for IEFA and our members to engage in advocacy — with, by, and for our nonprofit partners, the community, and philanthropy.

Core Activities

- Identify existing advocacy and civic engagement (GOTV) efforts currently underway within the nonprofit and philanthropic sectors in the region, and potential opportunities to support and complement them
- Create a roadmap of the policy advocacy work the IEFA will engage in toward implementing our 2020-2023 Strategic Plan
- Provide guidance for IEFA to engage with members and non-profit partners around advocacy work and relationships
- Establish organizational policies defining IEFA advocacy work, decision-making processes, and advocacy efforts
- Identify a limited number of specific opportunities for IEFA, its members, and other funding entities to invest resources in building capacity of community-based advocacy organizations and networks
- Create a communication path with IEFA members when an advocacy opportunity presents itself