



September 27, 2023

New England Grassroots Environment Fund, Inc.

Job Posting: Co-Director

Timeline: open until filled, preference to applications received by October 23.

Job Location: Grassroots Fund staff works remotely, and occasionally meets in person to build and maintain good working relationships. The Co-Director can be based anywhere within the New England region, and will be expected to travel periodically to meet with staff, grassroots & funding partners, and attend Grassroots Fund & partner events.

Apply: Interested candidates are invited to submit their resume, a cover letter outlining their qualifications and alignment with the organization's mission, and three professional references to christine@grassrootsfund.org. Applications are reviewed on a rolling basis.

Organizational Summary: Founded over 27 years ago by the philanthropic community, Grassroots Fund is a non-endowed, public foundation that energizes and nurtures community-led Environmental Justice (EJ) efforts. We provide individuals and groups - particularly those who have been traditionally marginalized - with access to the financial resources, peer connections and tools they need to achieve environmental and social justice. Our [Guiding Practices](#) are fundamental to our mission, functions and programs. We grant over \$1.5mln annually and have a growing network of 3,000+ grantee groups through the Seed, Grow and Shared Gifting cohort grant programs.

Our participatory processes create many learning opportunities for grassroots organizers as well as Grassroots Fund staff, board and partners. Learning happens through application responses, reporting on the outcomes of funded projects, and during application review discussions by volunteer readers and Grantmaking Committee cohorts from around New England. Applicant groups share how their work is rooted in community feedback, how they make decisions, how they lower barriers to participation, and how they center Just Transition practices in their work. Grant review participants actively discuss and reflect on practices shared, and grantee reporting closes the loop on how efforts are progressing. As a learning organization, the Grassroots Fund is committed to continuously aggregating these learnings and creating the spaces - passive & interactive, virtual & in-person - to share out and collectively evolve best practices. *The individual hired as Co-Director will play a key role in developing the internal capacity to aggregate, reflect on and share these learnings with Grassroots Fund's community and funding partners.*

Position Description: The next Co-Director will share responsibilities with our current, experienced Co-Director for the successful management of Grassroots Fund's program implementation & evaluation, fundraising, organizational development and fiscal health. Grassroots Fund seeks a dedicated, collaborative and reflective individual to take on the following key responsibilities:

- **Strategic Leadership:** Collaborate with partner Co-Director and Board of Directors to develop and implement a visionary strategic plan, setting clear goals, priorities & protocols that align with the organization's mission & practices.
- **Program Evaluation:** Lead program evaluations across Grants, Convenings, Learning & Development program elements; Collaborate with partner Co-Director and staff on implementation of programs; Work with Strategists to coordinate effective sharing of lessons learned through these evaluation processes with community and funder partners.
- **Team Management:** Provide engaged co-leadership to a dynamic team, fostering a culture of creativity, inclusivity, accountability and continuous learning. Guide & mentor staff to excel in their roles and contribute to the organization's growth.
- **Regulatory Compliance:** Maintain relationships with third party providers; Develop & oversee adherence to organizational protocols around grants administration, accounts payable, HR, and legal matters.
- **Stakeholder Engagement:** Cultivate and maintain relationships with community leaders, partner organizations, funders, and other stakeholders to ensure effective collaboration, resource mobilization, and shared impact.
- **Philanthropic Leadership and Innovation:** Represent the organization in public forums, conferences, and community events - advocating for grassroots-informed solutions and building awareness of the organization's work.
- **Resource Mobilization:** Play a supportive role in communication and fundraising efforts, including foundation partner engagement and donor cultivation.
- **Financial Management:** Support partner Co-Director and Board Finance Committee to ensure responsible budget management, financial sustainability, and compliance with the organization's accounting protocols.

Qualifications:

- Deep commitment to social and environmental justice, with a strong alignment to the mission, values and guiding practices of the Grassroots Fund.
- Proven experience in nonprofit leadership, program evaluation, and strategic planning.

- Track record of success working within communities of color, women and gender-oppressed people, low-income people, LGBTQIA+ individuals, and other historically marginalized communities at the grassroots level.
- Experience/preference for working collaboratively and within small teams.
- Excellent communication skills, including the ability to engage with diverse stakeholders, facilitate collaboration, and inspire action.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines effectively.
- Experience in fundraising, including grant writing and donor cultivation.
- Knowledge of the New England region's social and environmental landscape is highly desirable.
- Collaborative mindset and a track record of building and nurturing partnerships.

Compensation: The Co-Director position is a full-time position of 40 hours with a competitive benefits package and a starting salary of \$90,000. A copy of the Grassroots Fund's salary framework, which outlines tenure-based salary range increases, is available upon request.

The New England Grassroots Environment Fund is a non-profit organization and an equal opportunity, at-will employer. The Grassroots Fund is committed to the belief that each individual is entitled to equal employment opportunities.