



New England Grassroots  
Environment Fund Inc.

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**Job Posting:** Data & Learning Director

**Timeline:** open/posted until filled, applications received by August 11 will be given preference.

**Job Location:** Staff members work remotely across New England. Applicants must be based in New England.

**Apply:** Please submit your application by [completing this form](#). We will begin review and interviews as applications are received. Please direct any questions to Faye Christoforo: [faye@grassrootsfund.org](mailto:faye@grassrootsfund.org).

**Organizational Summary:** The New England Grassroots Environment Fund (Grassroots Fund) is a 501(c)(3) Environmental Justice funder with a mission to energize and nurture long term civic engagement in local initiatives that create and maintain healthy, just, safe and environmentally sustainable communities. Our program work:

- fosters innovation by directly providing grants to frontline Environmental Justice/just transition organizers and engaging in conversation around our [Guiding Practices](#) towards transformative work;
- shifts power in decision-making by amplifying the voices of grassroots leaders in participatory decision-making processes;
- convenes changemakers through our Community of Practice work, RootSkills Training Series, Catalyst Conversations and pop-up offices;
- reimagines philanthropy through our shared decision-making ethos, which includes working to disrupt white supremacy culture across programs and participatory grantmaking.

The Grassroots Fund co-creates healthy and sustainable communities throughout New England by providing individuals and groups - particularly those who have been traditionally marginalized - with access to the connections, resources, and tools they need to achieve environmental and social justice. Our Guiding Practices are fundamental to our mission, functions and programs.

The Grassroots Fund's participatory processes create many learning opportunities in the application narrative, during participatory review, and through the reporting stage. Applicant groups share how they root their work in community feedback, how they make decisions, how they lower barriers to participation and how they center Just Transition principles in their work. Community grant reviewers actively discuss and reflect on practices shared and the grant reports close 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.

**Position Description:** The Data & Learning Director will expand learning around Environmental Justice practices, grassroots organizing strategies, and participatory grantmaking processes to

our larger network of grant applicants, Community Grant Readers, Grantmaking Committee Members, grantees and philanthropic/non profit colleagues. This is a new position that will lead design and support of virtual and in-person gatherings, follow best practices in instructional design, and actively evaluate efforts to increase impact. The Data & Learning Director will support the implementation of data management protocols to ensure that learning is translated into active engagement with the Grassroots Fund's greater community through passive (toolkits, PDF briefings) and interactive (virtual discussions, in-person convenings) spaces. The position works collaboratively with Co-Directors and the Development Director and plays a coaching/support role with program staff to promote reflection, provide guidance and structure where needed and focus on strengths, collaboration and common areas of improvement.

**Core Team Responsibilities:** All team members hold a shared set of Core Responsibilities that ensure collaboration, communication and smooth functioning of the organization. The Core Responsibilities are split into two categories:

1. **Program Related:** All staff program responsibilities are intended to keep us all invested and rooted in the core programming of the organization. Program related responsibilities include collaboration in strategic development, communication with grantee's as needed, bi-annual support of the Grow Grant process, impact tracking and publicly representing the organization.
2. **Governance and Admin Related:** As a small collaborative team we all participate in some level of organizational governance and collaboration. Responsibilities include: regular all staff meetings, input on hiring as relevant, individual and team development, and conflict resolution when needed.

**Core Position Responsibilities:**

- **Network data collection and evaluation:** The Data & Learning Director is responsible for strategy, management and oversight of the organization's engagement data. This position works with the team to evaluate the current data collection methods - including impact and demographic data - in order to understand and communicate the impact of our work, set trackable goals for our future, and inform overall organizational strategy. This position will work closely with the Co-Directors to create a long term strategy for data collection and analysis to incorporate learnings into our work and tell the stories of our network. Specific responsibilities will include:
  - Leading the team in implementation and upkeep of data protocols
  - Identifying learning goals from data collection and implementing tracking systems
  - Collaborating with the team to translate learnings into active engagement
  - Working with communications support to develop external communications around learnings and growth
- **Planning and execution of events and learning opportunities:** The Data & Learning Director will lead the development and execution of virtual and in-person spaces for members of all parts of the Grassroots Fund community to build skills and learning. This role will work with the Co-Directors to determine delivery mechanisms to share learning, including passive learning through publications and interactive learning in virtual and in-person settings. Specific responsibilities will include:

- Planning and leading strategy on all future in-person, hybrid and/or virtual learning spaces such as Rootskills conferences and facilitating team collaboration to execute these events;
- Maintaining an awareness of the needs and interests of the Grassroots Fund community and developing opportunities for learning and development in a variety of accessible mediums.

As the Grassroots Fund is a small non-profit, we seek someone who can work well independently and manage multiple projects and priorities. Candidates should have a high level of comfort working with online organizing tools like Google Docs/Drive and Zoom.

A candidate needs to have the ability to travel regularly within New England - and occasionally beyond - and participate in occasional evening and weekend obligations. We are looking for someone with flexibility and creative, solution-seeking skills.

**Education/Experience/Skills:** Strong candidates for this position bring the following skills, either lived or learned:

- Deep commitment to social and Environmental Justice, with a strong alignment to the mission, values and Guiding Practices of the Grassroots Fund;
- Familiarity with and basic awareness of black feminist theory and Environmental Justice and how they show up in grassroots work and organizing;
- Experience coordinating in-person and digital meetings, events, and activities;
- Experience designing curriculum or learning modules with multiple learning styles in mind. Familiarity with Popular Education and language justice/equity a plus;
- Demonstrated professional experience or relevant academic work;
- High level of comfort with data analysis, interpretation, and communication;
- Excellent relationship-building skills and ability to inspire collaboration and facilitate group convenings;
- Experience in environmental and social change organizing with diverse community members;
- 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;
- Knowledge of the New England region's social and environmental landscape and/or experience in participatory/democratic grantmaking practices are a plus.

Candidates should have passion for and commitment to environmental, social and economic justice and believe in the power and impact of grassroots action leading to a just transition. We look for a proven ability to work productively and respectfully across diverse communities.

### **Salary and Benefits**

The Data & Learning Director is a full-time position of 40 hours with a [competitive benefits package](#) and a compensation range of 73,150 to 75,240, depending on experience and education. A copy of our salary framework is available upon request. The New England Grassroots Environment Fund is a nonprofit organization and an equal opportunity, at-will employer.