



New England Grassroots  
Environment Fund Inc.

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**Job Posting:** Development 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 is an unendowed non profit that relies on fundraising to resource its annual efforts. The majority of Grassroots Fund income currently comes from foundation partners. Extending the reach of conventional philanthropy to newly emerging (often unincorporated) community efforts, roughly 25 established foundation partners provide annual support for our work. The Fund seeks to maintain its foundation partnerships and expand in areas of (major) individual donors and other creative income strategies that further diversify the Fund's income. The volatility and challenges of recent years have underscored the fragile nature of support systems available to grassroots groups. Many Grassroots Fund grant recipients do not have a formal 501(c)3 status nor a fiscal sponsor which means there are few alternatives for funding. All the while, it is precisely these groups who provide impactful mutual aid and peer support during unpredictable times and economic impacts. The Development

Director plays a key role in further evolving the sustainability and resilience of the Fund's funding base.

**Position Description:** The Development Director leads all organizational efforts and strategy for fundraising and development through strategic planning and execution. This role works closely with the Co-Directors and the Data & Learning Director to build and execute a multi-year development plan which strategically engages the Grassroots Fund network to support community-led projects and participatory grantmaking processes.

**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:**

- **Strategic development of fundraising plan:** The Development Director leads the ongoing development of the organization's multi-year fundraising strategy. This includes the design, implementation, tracking and evaluation of an annual development plan. Including strategies for the engagement of foundations, major donors, corporate donors and small donors as strategically relevant. This plan should be informed by the multi-year income plan which is led by the Co-Directors and supported by the Development Director.
- **Execution of all organizational fundraising:** The Development Director leads all fundraising activities for the organization for long term financial health and stability. Tasks include:
  - Identify, cultivate, solicit prospective major donors, steward existing donors and strengthen relationships with corporate and foundation partners
  - Design and produce annual appeal campaign(s), including marketing, promotional and outreach materials in collaboration with contracted Communications support
  - Research and pursue new funding opportunities
  - Lead the application and reporting process for all grants. This includes seeking support and reflection from other staff as necessary
  - Network at selected community and leadership events
  - Deliver presentations on programs to various groups as needed to build relationships and secure funding

- Work with the Co-Directors to strategically engage the Board of Directors in fundraising efforts
- Oversee the collecting, organizing, and maintaining of a complete and accurate database records of donors and funding received. Establish tracking tools and monitor monthly. Participate in annual audit as needed.
- Work with Program Managers to ensure all necessary data is trackable and accessible when needed such as program stories, photos, testimonials and demographic information
- **Communications collaboration:** The Development Director is responsible for ensuring that the organization maintains effective communication with funders at all levels. Tasks include:
  - Lead in maintaining necessary communication with all donors
  - Collaborate with other staff on shared communication efforts such as newsletters, social media posts, and website updates
  - Lead all development specific communications such as the annual report, appeals and any additional communications
  - Connect with Program Managers for their reflections on how specific stories from grantees, readers and applicants from their program can be leveraged to support fundraising communications

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 understanding of black feminist theory and environmental justice history;
- Proven track record in fundraising and development within the nonprofit sector, including creating and managing a multi-year development strategy and building sustainable revenue streams from individual donors, foundations, and corporate partners;
- Experience in all aspects of grant lifecycle management, including prospect research, proposal writing, grant tracking, and reporting;
- Strong ability to cultivate and maintain relationships with donors, foundations, and other key stakeholders, demonstrating a history of successful donor stewardship;
- 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

are looking for a proven ability to work productively and respectfully across diverse communities and populations.

**Salary and Benefits**

The Development 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.