



New England Grassroots  
Environment Fund Inc.

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**Job Posting:** Program Manager

**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, this position will have periodic in-person meetings in Boston and the Seacoast (NH) area. All candidates in New England are encouraged to apply as travel will be supported.

**Apply:** Please submit your application by [completing this form](#). We will begin review and interviews as applications are received (with preference to applications received by August 11). 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.

**Position Description:** The Grassroots Fund has three Program Managers on the team, each steward a specific grant program. The execution and ongoing success of their dedicated grant program is their primary responsibility. This work includes both planning for and launching their program on regular cycles and working with the Co-Directors to strategize on the growth and development of the program to best serve applicants, grantees and program participants and exemplify our guiding practices. This Program Manager will be specifically tasked with the Shared Gifting Cohort grant making program. The Shared Gifting Cohorts are a multi-year participatory grantmaking experience currently focused on two cohorts, The Community-Led

Climate Resilience in Boston Cohort and the Food Systems Resilience Cohort. Each cohort group is in their third year of their shared gifting process. During this process these groups collaboratively determine how to split a pool of funds and how to support each other's work to build a stronger movement ecosystem in their shared areas. This is a developing area of work. [Read more about current cohort members and the history of the program here.](#)

**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:**

- **Stewardship of assigned grant program:** The Shared Gifting Cohort Program Manager creates an annual schedule for the Cohorts program and leads all aspects of executing the program on schedule. Tasks related to this include:
  - Recruitment for cohort participants
  - Onboarding of all participants in the process
  - Supporting the Cohorts in developing and executing their own process within the parameters of the Shared Gifting structure.
  - Careful documentation of the decision-making processes and grant decisions
  - Aftercare and support for applicants and grantees, including collecting feedback in the process for incorporation in future cycles and tracking report submissions
  - Delegating staff involvement in in-person convening opportunities as necessary
  - Collaboration with contractors for the facilitation of cohort gatherings such as bi-annual cohort convenings and Grantmaking Committee review processes. Program Managers are responsible for developing and managing recruitment/registrations, logistics, presentation development, agenda setting, communications with attendees, etc.
  - Responsibly manage their expenses and expense reporting and makes procurement decisions within organizational guidelines
  - Provide as needed support to the Program Administrator as they lead the process of distributing grant checks and participant honoraria
  - Facilitate the contracting and onboarding of an external Facilitator/Consultant for each Cohort in collaboration with Co-Director. Establish a working relationship with Facilitators/Consultants to plan and prepare for regular Cohort activities.

- **Data management and program development:** Program Managers lead the creation of an overarching strategy for the assigned grant program that is rooted in strategic goals, alignment with the guiding practices and an analysis of data and feedback from previous cycles. They are expected to explore regular updates to the process with support from the other Program Managers and support and approval from the Co-Directors. Related tasks include:
  - Create systems to collect data such as demographics, testimonials, photos and feedback from grantees in collaboration with the Data & Learning Director.
  - Review collected data from past grantmaking cycles to identify questions to discuss with the rest of the team and make adjustments to the program in order to better align with guiding practices and serve grantees
  - Collaborate with the other Program Managers, Cohort members and program facilitators & evaluators to align strategies and develop shared tools such as the participant onboarding documents and grant report form
  - Review and amend the annual budget for their projects in consultation with Co-Director
  - Support the collection of data, stories and photos for storytelling and fundraising. Coordinates the presentation of this data in accessible formats.
  - Explore opportunities to improve grantmaking strategies through collaboration, education and partnerships
  
- **Fundraising collaboration:** Periodically work with the Development Director to provide reflections on how specific stories from grantees, readers and applicants from their program can be leveraged to support fundraising strategy. Program Managers may be asked by Development Director to engage with individual donors as needed.
  
- **Effective program communication:** Program Managers are responsible for ensuring that their program maintains effective communication with stakeholders. The specific tasks include:
  - Lead in maintaining necessary communication with all program stakeholders
  - Participate in network building opportunities to build relationships
  - Collaborate with other staff members on shared communication efforts such as newsletters, social media posts, and website updates.
  - Establish proactive feedback loops between program leadership & participants to directly inform necessary changes to program processes.

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;
- Demonstrated professional experience or relevant academic work;
- Excellent relationship-building skills and ability to inspire collaboration and facilitate group convenings;
- Experience in environmental and social change organizing with diverse community members;
- Knowledge of the New England region's social and environmental landscape;
- 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 in participatory/democratic grantmaking practices is 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 Program Manager is a full-time position of 40 hours with a [competitive benefits package](#) and a compensation range of \$63,600 to \$65,720, 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.