



October 9, 2018

**Job Posting: Program Manager - Communications & Young Adult Leaders grant program,  
New England Grassroots Environment Fund**

**Timeline:** open/posted until filled

**Job Location:** Based out of Newmarket, NH.

**Apply:** Please submit a single PDF that contains a cover letter, current résumé and the names and contact information of at least three professional references. We will begin review/interviews as applications are received with priority given to applications received by October 24<sup>th</sup>, 2018. Please send your PDF application file to: [job@grassrootsfund.org](mailto:job@grassrootsfund.org). Please direct any questions to email only.

**Organizational Summary:** The New England Grassroots Environment Fund (Grassroots Fund) is a 501(c)(3) organization 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 providing direct grant support,
- convenes changemakers through our RootSkills Training Series and Catalyst Conversations,
- amplifies voices through Trend Reports and our participatory processes; and
- reimagines philanthropy through our shared decision-making model.

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

**Position Description**

The Grassroots Fund seeks a dynamic and collaborative individual who has an established record of work in marginalized communities and experience in designing and delivering external communications. The Program Manager - Communications & Young Adult Leaders grant program will coordinate with all staff to implement the organization's communications plan and design and deliver a comprehensive set of external communications, including eNews stories, quarterly trend emails, grant program deadline reminders and event notifications, social media, blogs and media releases. As part of the communications priorities, the Program Manager will work with fellow program staff to assist in targeted promotion of grant opportunities, trainings and convenings throughout the year.

Reporting to the Director of Operations, this Program Manager will oversee the Young Adult Leader grant program, playing an active role in the recruitment and facilitation throughout the grant review process.

The Program Manager responsibilities include:

- Co-facilitate the development and lead implementation and evaluation of an annual communications plan that operationalizes the Fund's brand platform;
- Oversee the generation of communications content (website, eNews, printed materials), in collaboration with all staff, that engages audience segments and leads to measurable action/behavior;
- Put communications vehicles in place to create momentum and awareness as well as test the effectiveness of communications activities;
- Co-facilitate the spring 'Young Adult Leaders' grant program, including applicant support, grant application intake, facilitating of participatory grant review process and management of grant awards.
- Coordinate and deliver regular program-related 'Catalyst Calls' for Young Adult Leader grantees
- Assist, as-needed, in semiannual 'Grow' grant review.

### **Skills and Qualifications**

The Grassroots Fund's is seeking an accomplished Program Manager with a minimum of 3 years of communications experience, ideally in a nonprofit setting, and covering areas such as website content, newsletters, blogs and media releases. The ability to take knowledge and data and transform it into exciting and useful messages and disseminate it to diverse audiences through the best distribution channels is critical.

We are looking for applicants with a highly collaborative style. Ideally a candidate has experience overseeing interns/fellows and working with teams with multiple, connected programmatic goals. Candidates should demonstrate high energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels. We are looking for someone who can demonstrate excellent verbal and written communications skills.

As the Grassroots Fund is a small non-profit, we seek someone who can work well independently and manage multiple projects and priorities. We are looking for candidates with familiarity with graphic design and communications tools like Adobe Suite, MailChimp and social media platforms. Candidates should have a high level of comfort working with online organizing tools like Google Drive and GoToWebinar/Zoom.

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. 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, a sense of humor and creative solution-seeking skills.

### **Education/Experience**

- College undergraduate degree or demonstrated experience;
- Minimum of 3 years professional experience with constituent relationship-building and communications;
- Experience in grantmaking a plus;
- Experience in environmental and social change advocacy with diverse community members highly valued.

### **Salary and Benefits**

Program Manager - Communications & Young Adult Leaders grant program is a full-time position of 40 hours with benefits and competitive compensation range of \$35,000 - \$50,000, depending on experience and education. The New England Grassroots Environment Fund is a nonprofit organization and an equal opportunity "at-will" employer and is committed to the belief that each individual is entitled to equal employment opportunities.