



# New England Grassroots Environment Fund

## **Job Posting: Director of Learning, New England Grassroots Environment Fund**

**Timeline:** open/posted until filled

**Job Location:** Based out of Newmarket, NH or a remote office location within 2 hour commute will be considered.

**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 and the position remains posted until filled. 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 left out of mainstream movements - 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 engagement and accomplishment in strategic education/skills-building programs and who will set and guide the strategies for external communications. The Director of Learning will build a framework for practice and delivery for the *RootSkills* Training Series, including developing a cohesive set of learning objectives. The Director of Learning will play a strategic role in overseeing all elements of *RootSkills* training program including promoting, sharing, learning, and assessment. Key to our participatory process is the coordination of volunteer event planning committees and co-creating a 'faculty' of workshop consultants/facilitators.

Reporting to the Executive Director, the Director of Learning will function along with the Director of Operations as the senior leadership team to advise the Executive Director, assist in fundraising strategies and guide organizational and programmatic functions. The Director of Learning oversees the Events & Seed Grant Program Manager and works closely with all staff in implementing communications on a variety of strategic program initiatives. The Director of Learning plays an active role in the grant-making program.

## **Director of Learning Key Responsibilities include:**

- Collaborate with Executive Director and Director of Operations, as part of the leadership team across strategic initiatives;
- Lead the establishment and implementation of a comprehensive *RootSkills* Trainings Series that connects training offerings to our grant program and guiding values expectations through core grassroots skill tracks that each have detailed learning objectives;
- Establish standard procedures for the development, evaluation and revision of core skill tracks, engaging a planning committee as part of the Fund's participatory decision making. Identify the assessment instruments, rubrics and outcome measures to inform ongoing program decisions;
- Oversee work plan and day-to-day tasks of Events & Seed Grant Program Manager;

- Facilitate the development, implementation and evaluation of an annual communications plan that operationalizes the Fund's brand platform;
- Oversee the generation of content, 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 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 and provide capacity, as-needed, for semiannual 'Grow' grant review.

### **Skills and Qualifications**

The Grassroots Fund's is seeking an accomplished Director of Learning with a minimum of 5 years experience in training and education program design, including development, evaluation and ongoing revision to education and skills-building programs for all ages. Candidates should also demonstrate experience in creating assessment instruments, rubrics and outcome measures to inform ongoing program decisions.

We are looking for applicants with at least 5 years of communications experience, ideally in a nonprofit setting, and covering areas such as website content, newsletters, and donor communications. 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 staff 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 whom 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 5 years professional experience in curriculum development and assessment;
- Minimum of 5 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**

The Director of Learning is a full-time position of 40 hours with benefits and competitive compensation range of \$50,000 - \$70,000, 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.