



Job Posting: Events & Seed Grant Program Manager, New England Grassroots Environment Fund

Post date: April 2, 2018

Job Location: Newmarket, NH Office (Burlington, VT can be discussed as location)

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. The position will remain open until filled, with preference given to applications received by April 23, 2018. The review committee intends to respond to well-qualified candidates on an ongoing basis. Please send your PDF application file to: job@grassrootsfund.org. **Please direct any questions to email only.**

Position Description

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 regular e-communications; and
- reimagines philanthropy through our participatory processes.

Applicants are encouraged to review the [Guiding Values](#) before submitting an application.

We are currently seeking a full-time (40 hr/week) Program Manager focused in two primary areas: 1) management of logistics and delivery of the Grassroots Fund's events, including the annual *RootSkills* Training Series and 2) management of the 'Seed' Grant program. The Grassroots Fund operates in a team approach, which allows staff members to collaborate and work together on projects and priorities. In addition to weekly check-ins with senior leadership, this person will have monthly check-ins with the Executive Director.

Events & Seed Grant Program Manager Key Responsibilities include:

- Serve as manager and program officer of the 'Seed' grant program, including applicant support, grant intake, facilitating of participatory Seed grant review process, management of grant awards, as well as coordination and delivery of regular program-related 'Catalyst Calls' for Seed grantees.
- Manage logistics for all Grassroots Fund events, including *RootSkills* Training Series (webinars, workshop, conference), Catalyst Conversations, networking events and Grantmaking Committee retreats. *RootSkills* specific activities will include:
 - Coordinating content and administration of regular webinar trainings;

- Scheduling, logistics and coordinating *RootSkills* events and conferences;
- Maintaining the *RootSkills* website and online presence
- Compile content (with assistance from staff members) and manage delivery of regular communications and outreach to promote the Grassroots Fund's mission and programs, including website updates (blog, feature stories, PEP Talk videos) and e-newsletter delivery, as part of organizational communications plan;
- Represent Grassroots Fund at relevant events and networks, particularly with an environmental health focus.

Skills and Qualifications

We are looking for applicants who can demonstrate relevant experience in event design, coordination and logistics, including vendor relationships, outreach, registration and evaluation/follow-up. As this position includes serving as a grants officer, experience in grant review and management is a strong benefit. We are looking for someone who can demonstrate excellent verbal and written communications skills, and experience with various communications outlets, including social media, email and website content management.

As the Grassroots Fund is a small non-profit, we seek someone who can work well independently and manage multiple projects and priorities while collaborating with different team members and partners. We are looking for candidates with experience in (online) constituent management software and (online) registration processes and have a high level of comfort working with online organizing tools like *Google Drive*, *MailChimp*, and *GoToWebinar/Zoom* and social media platforms.

Candidates should be able to demonstrate 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 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

- Demonstrable experience in event planning.
- College undergraduate degree and/or relevant content experience preferred.
- Experience in environmental and social change advocacy with diverse community members highly valued.
- Experience in or knowledge of the nonprofit and philanthropic sector preferred.

Salary and Benefits

The Program Manager 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.