



New England Grassroots
Environment Fund Inc.

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Job Posting: Program Manager - grow grants , New England Grassroots Environment Fund

Timeline: open/posted until filled

Job Location: Based out of Newmarket, NH office with opportunity to work remotely up to 2 days per week.

Apply: Please submit a single PDF that contains a cover letter, current résumé and the names and contact information of at least three 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. 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 directly providing grants to frontline organizers and engaging in conversation around our guiding practices for transformative work;
- amplifies voices through our participatory modeling focused on shifting power in decision-making;
- convenes changemakers through our RootSkills Training Series, Catalyst Conversations and pop-up offices;
- reimagines philanthropy through our shared decision-making model of grantmaking.

The Grassroots Fund co-creates 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 Practices](#) are fundamental to our mission, functions and programs.

Position Description

The Grassroots Fund seeks a dynamic and collaborative individual who has demonstrable direct experience of working in marginalized communities and developing programs that provide resources to grassroots initiatives. The Program Manager will oversee three primary areas in support of the organization's Guiding Practices: 1) facilitating (semi-annually) the 3-tiered participatory process for the Grow Grant program, including an open call for application readers, planning grantmaking committee retreats (in collaboration with a planning committee), providing applicant support, managing grant intake, review, and management of grant awards, 2) developing and coordinating ongoing support and resources for a growing network of applicant readers who are becoming ambassadors in their communities for the Grassroots Fund's programs and guiding practices, and 3) collaborating with fellow Program Managers to deliver an integrated series of convenings and community of practice opportunities for grassroots organizers. The Program Manager works with a team of two other Program Managers and reports to the Director of Operations.

Skills and Qualifications

The Grassroots Fund is seeking an accomplished Program Manager with lived experience in environmental and social change advocacy, particularly in low-resourced and marginalized communities. Experience in grant making processes is highly desirable.

We are looking for applicants with a highly collaborative style. Candidates should demonstrate high energy, maturity, and leadership with the ability to assess and interpret information to make strategic decisions and



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utilize stories and data from grassroots work for maximum impact. Candidates should be comfortable with (and ideally demonstrate experience with) facilitating participatory processes. We are looking for someone who demonstrates 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. Candidates should have a high level of comfort working with online organizing tools like Google Drive and 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 lived experience;
- Experience in environmental and social change advocacy with diverse community members highly valued;
- Experience in grantmaking a plus.

Salary and Benefits

The Program Manager - grow grants is a full-time position of 40 hours with benefits and competitive compensation range of \$40,000 - \$55,000, depending on experience and education. Potential to extend salary range to \$65k as Senior Program Manager with additional financial, governance and fundraising responsibilities in future years. 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.



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