



# New England Grassroots Environment Fund

## **Job Posting:**

**Program Manager - grow grants & catalyst conversations, New England Grassroots Environment Fund**

**Timeline:** open/posted until filled

**Job Location:** Based out of Newmarket, NH or Burlington, VT.

**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 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 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 developing programs that provide resources to grassroots initiatives. The Program Manager will oversee two primary areas: 1) the Grow grant program, including facilitating the 2-tiered participatory process of an open call for application readers and grantmaking committee, providing applicant support, managing grant intake, review, and management of grant awards and implementation of program-related 'catalyst calls' and 2) collaborating with planning committees to convene several regional Catalyst Conversations and oversee fellows to compile annual Trend Reports that capture and share the stories, strategies and gaps from the grassroots environmental sector. 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 a minimum of 3 years of experience in environmental and social change advocacy, particularly in low-resourced and marginalized communities. Experience in grantmaking processes is highly desirable.

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 assess and interpret information to make strategic decisions and utilize stories from grassroots work for maximum impact. 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 GoToWebinar/Zoom.

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[Info@grassrootsfund.org](mailto:Info@grassrootsfund.org) / [www.grassrootsfund.org](http://www.grassrootsfund.org)

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 experience in environmental and social change advocacy with diverse community members highly valued;
- Experience in grantmaking a plus.

### **Salary and Benefits**

**The Program Manager of Grow Grants and Grassroots Trends** 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.