



New England
Grassroots
Environment Fund

5/8/2016

Job Posting: Development Program Manager

Title: Development Program Manager

Location: Newmarket, NH

Apply: Please submit a single PDF that contains a cover letter, current résumé, writing sample and the names and contact information of at least three professional references. The position will remain open until filled, but preference will be given to applications received by May 26, 2017 with the review committee responding 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) that seeks to energize and nurture long term civic engagement in local initiatives that **create and maintain healthy, just, safe and environmentally sustainable communities**. We achieve this by using **Dollars, Stories, Tools and Collaborations** to fuel local activism and social change. Applicants are encouraged to review the [Guiding Values](#) before submitting an application.

We are currently seeking a part-time Development Program Manager to work with the Executive Director in expanding the organizations development program, including foundation and individual donor fundraising and raising overall organizational visibility within the philanthropic community. This staff person will have weekly check-ins with the Executive Director.

Development Program Manager Key Responsibilities will include:

- Development & Organizational Growth
 - Assist Executive Director and Program Directors in foundation research, grant proposals and reports;
 - Assist Executive Director in individual donor program planning and implementation;
 - Assist in fundraising event design and coordination;
 - Assist in developing and coordinating a collaborative of grassroots grantmakers, to further learning and sharing amongst members.
- Grantmaking
 - Assist, as needed, the grant (“Dollars”) program officers, including with promotion, applicant support, phone inquiries and proposal review;
 - Assist in the development and management of the ‘partner RfP’ grant program as part of Collaboratives program.

(cont.)

P.O. Box 611, Newmarket, NH 03857 Phone: 603-905-9915
info@grassrootsfund.org / www.grassrootsfund.org

Skills and Qualifications

- Demonstrated experience in grantmaking program implementation
- Demonstrated experience of and connections with philanthropic community and funder affinity groups,
- Demonstrated experience in grant proposal writing and foundation research.
- Experience and high level of comfort in presenting before audiences and conducting donor meetings.
- Experience in individual donor program planning and cultivation.
- Excellent interpersonal skills, including the ability to listen effectively.
- Excellent verbal and written communication skills
- Ability to manage multiple projects and priorities, including balancing multiple needs and interests.
- Strong ability to work independently while maintaining close collaboration with other Grassroots Fund staff and offices.
- Ability to develop and implement innovative and strategic strategies to existing programs.
- Proficiency in MS Office and other office software tools.
- High level ability and comfort to independently work with online organizing tools like *Google Hangout*, *Google docs*, *GoToWebinar*, *Little Green Light*, *MailChimp*, *Constant Contact* and online registration tools
- Demonstrated experience with social media platforms.
- Passion for and commitment to environmental, social, and economic justice and belief in the power of grassroots action to lead a just transition
- Proven ability to work productively and respectfully with diverse communities and populations
- Ability to regularly travel within New England and occasionally beyond and participate in occasional evening and weekend obligations: average of 4 days per month out of office and 1-2 weekend days or evenings per month
- Flexibility, sense of humor, and creative problem solving skills

Education/Experience

- College undergraduate degree preferred or equivalent experience.
- Experience in environmental and social change advocacy, preferably with hands-on experience serving on a local association, commission, committee or municipal governing body and/or involvement in a campaign or citizen group helpful.

Salary and Benefits

The Development Program Manager is a part-time position of 24 hours with (prorated) benefits and competitive compensation range of \$21,000 - \$33,000, 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.