



New England Grassroots
Environment Fund Inc.

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New England Grassroots Environment Fund

Job Posting: Program Manager

Timeline: open/posted until filled

Job Location: Staff members are working remotely for the foreseeable future due to the COVID19 pandemic. This position will ideally be based in one of our offices in Newmarket, NH or Burlington, VT. Consideration will be given to permanent remote staffing, provided staff member is based in New England and could work out of one of the offices on an agreed upon minimum routine with transportation costs reimbursement.

Apply: Please submit a single PDF that contains a cover letter, current résumé and the names and contact information of at least three professional or relevant references. We will begin review/interviews as applications are received with priority given to applications received by January 8th, 2021. 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) environmental justice funder 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 environmental justice/just transition organizers and engaging in conversation around our guiding practices towards transformative work;
- amplifies voices through our participatory modeling focused on shifting power in decision-making;
- convenes changemakers through our Community of Practice work, RootSkills Training Series, Catalyst Conversations and pop-up offices;
- reimagines philanthropy through our shared decision-making model of grantmaking and by working to disrupt white supremacy culture across programs.

The Grassroots Fund co-creates healthy and sustainable communities throughout New England by providing individuals and groups - particularly those who have been traditionally 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 an established record of direct environmental justice/just transition work in marginalized communities. The Program Manager works with a team of two other Program Managers and the Director of Learning and reports to the Director of Operations. The Program Manager's primary focus areas in support of the organization's mission include:

1. Lead facilitation of the Grow grant program, which includes managing a 3-tiered participatory process with 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. Manage the design and implementation of a narrative strategy to develop the identity and further engage a broad network of grassroots-focused participants, including grant readers, grantmaking committee members, grantees and convening attendees. The organization's narrative is built upon our guiding



Fostering Innovation
through Grants



Convening
Changemakers



Amplifying
Voices



Revolutionizing
Philanthropy

practices, which operationalize specific protocols and actions that center equity and justice across our issue area foci. Narrative tools might include community stories, blogs, online forums, focus groups and cohorts.

3. Work with the Director of Learning and other Program Managers to implement a Participatory Action Research framework and improve the Grassroots Fund's data collection effort. The Program Manager will support Director of Learning in contributing data points as part of regular application review and assist in data synthesis at the conclusion of a grant round to identify trends and themes. The goal of this work is to deepen understanding of specific protocols, tactics and strategies that operationalize guiding practices of Centering Just Transition, Shifting Power, Lowering Barriers to Participation, Rooting Innovation and Accessing Resources.
4. Manage external communications (examples including social media and email newsletters) and coordinate staff content/contributions
5. Collaborate with fellow Program Managers to deliver an integrated series of [convenings](#) (pop-up offices, Catalyst Convenings & RootSkills trainings) and (virtual) community of practice opportunities for grassroots organizers;

The Grassroots Fund is seeking a Program Manager with lived experience in environmental justice and social change advocacy and organizing, particularly in under-resourced and marginalized communities. Experience in participatory grant making processes and strategies to disrupt white supremacy culture is 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 utilize narratives, stories and data from grassroots work for maximum impact to the region's environmental justice movement. 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 Docs/Drive, Asana 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 (when safe to resume) - 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 organizing with diverse community members;
- Experience in participatory/democratic grantmaking practices a plus.

Salary and Benefits

The Program Manager 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. The Grassroots Fund is committed to the belief that each individual is entitled to equal employment opportunities.