

May 15, 2023

New England Grassroots Environment Fund, Inc.

Job Posting: Program Manager - Grow grant program

Timeline: open/posted until filled, applications received by May 29, 2023 will be given preference

Job Location: Staff members work remotely. Applicants should be based in New England or greater Northeast region with the ability to travel to central New England (Worcester, MA/Seacoast, NH) within a half-day's drive (transportation costs are reimbursable). Preferred connection to New England.

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 and interviews as applications are received (with preference to applications received by May 29). Please send your PDF application file to: Sarah Huang, sarah@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 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;
- shifts power in decision-making by amplifying the voices of grassroots leaders in participatory decision-making processes;
- convenes changemakers through our virtual and in-person convenings to share stories, skills, and best practices in grassroots organizing;
- reimagines philanthropy through our shared decision-making ethos, which includes working to disrupt white supremacy culture across programs and participatory grantmaking.

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 resources, connections and tools they need to achieve environmental and social justice. Our [Guiding Practices](#) are fundamental to our mission, functions and programs.

The Grassroots Fund's participatory processes create many learning opportunities in the application narrative, during participatory review, and through the reporting stage. Applicant groups share how they root the work in community feedback, how they make decisions, how they lower barriers to participation and how they center Just Transition practices in their work. Grant review participants actively discuss and reflect on practices shared and the grant reports close the loop on how efforts are progressing. As a learning organization, the Grassroots Fund is committed to continuously aggregating these learnings and creating the spaces - passive & interactive, virtual & in-person - to share out and collectively evolve best practices.

Position Description: The Grow Grant Program Manager's main responsibility is the coordination of the Grow grant program. Applicants, Community Grant Readers and Grantmaking Committee Members are among the key audiences and the Grow Program Manager's focus is on providing information and ensuring all participants are aware of process steps and have access to the tools they need to engage. This role requires a high degree of organization, an ability to manage a convergence of tasks on a set timeline and an ability to manage communications to ensure participant groups have the right information at the right time throughout the process.

The Program Manager works collaboratively in a team with other program managers and engages with Co-Directors and Strategists throughout the year. The Program Manager supports the execution of data management protocols to ensure that learning is translated into active engagement with the Grassroots Fund's greater community through passive (toolkits, PDF briefings) and interactive (discussions, in-person convenings) spaces where staff are expected to play a facilitator role. The Program Manager promotes reflection, provides guidance and structure where needed and focuses on strengths, collaboration and common areas of improvement.

The Program Manager's primary focus area includes coordinating the (currently) twice a year Grow Grant Program (spring and fall grant rounds):

1. Leading the Grow grant program application process. This includes leading the outreach to (potential) applicant groups, serving as the main contact person for the program, troubleshooting application questions, communicating process steps with applicants and suggesting changes to the program based on data review.
2. Delegating and overseeing the internal staff review process.
3. Coordinating the reader process by leading on outreach to (potential) readers and structuring the communication process for each next step with participants.
4. Supporting the grantmaking committee by assisting with the onboarding process for committee members and preparing materials and information for the group to make final decisions on all applications.

The Program Manager's role also supports these areas of the organization's mission:

5. Supporting data collection efforts and providing feedback on data summaries and reports to communicate learning to frontline organizers, funders and non-profit colleagues.
6. Assisting with the delivery of convenings (virtual and in-person) by facilitating and by offering logistical support where necessary.

The Grassroots Fund is seeking a Program Manager with experience facilitating diverse groups, who understands different social justice principles including but not limited to racial justice, environmental justice, consent decision-making, and collectives/collaboratives. The Manager has strong organizational skills and does well with task lists; is able to coordinate meetings, events, and activities for community members; is able to encourage participation from people within a community; and understands and has experience in working collaboratively with organizations. 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.

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 and Zoom.

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 and creative, solution-seeking skills.

Education/Experience/Skills

- Undergraduate degree or demonstrated professional experience;
- Highly organized with the ability to manage task lists and communication flows;
- Excellent relationship-building skills and ability to inspire collaboration and facilitate group convenings;
- Experience in environmental and social change organizing with diverse community members;
- Experience in participatory/democratic grantmaking practices is a plus.

Salary and Benefits

The Grow Grant Program Manager is a full-time position of 40 hours with a competitive benefits package and a compensation range of \$60,000-\$62,000 for the first 3 years, depending on experience and education. A copy of our salary framework, which outlines tenure-based salary range increases, is available upon request. The New England Grassroots Environment Fund is a non-profit 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.