



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### PROGRAM OFFICER

Reports to: Director of Programs  
Works with: Grantmaking Team  
Location: NYC preferred. Full-time telecommuting position.

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**Organization Overview:** Groundswell Fund is the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in *who we are*: A program staff of women of color and gender non-conforming people of color who come directly out of community and labor organizing and have a combined 70 years of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside a few funders and donors. Different in *who we support*: women of color (WOC), low income women, and transgender people who are organizing at the grassroots. Different in *how we support the field*: not just through grants, but through capacity building support focused on boosting grassroots power, and funder organizing that lifts up our grantees with a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors; and moving at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than \$32 million to the RJ movement in grants and capacity building support to RJ organizations; increased the giving of dozens of national and local foundations and helped bring thousands of new individual donors into the RJ movement. Today, we support more RJ organizations than any other foundation in the country. Our grantees have moved from trepidation about participating in the political process to mobilizing thousands of voters and even seeing their own members run for office. They have been instrumental in the passage of more than 175 pro-RJ policies at the state and local level and blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S.

**Position Summary:** The Program Officer is responsible for supporting Groundswell's grantmaking through Groundswell's newest grantmaking vehicle, which funds the strongest grassroots organizing efforts led by women of color and trans people of color in sectors outside of but complimentary to the RJ sector (eg. immigrant rights, worker rights, etc.). The Program Officer may also support grantmaking through Groundswell's Catalyst Fund, Rapid Response Fund, and Birth Justice Fund. This position may also perform duties for a soon to be created 501c4, Groundswell Action Fund, that shares a similar mission to Groundswell Fund. The Program Officer will work closely with the Senior Program Director, fellow Program Officer and Program Associate to engage in strategic grantmaking that maximizes the impact of donor giving on constituency/base building and movement building. The Program Officer plays an important role in the field of philanthropy by generating increased visibility and resources for reproductive justice.

## Responsibilities:

### **GRANTMAKING**

- Stay abreast of trends in philanthropy, reproductive justice, and related social justice movements.
- Identify priorities, gaps, and opportunities to strengthen strategic grantmaking.
- Conduct research on key issues and policies and communicate findings.
- Conduct thorough assessment of grant applicants, including comprehensive proposal review and site visits.
- Regularly monitor and evaluate the progress and impact of grantees.
- Preparation of external and internal communications documents, including dockets/grant summaries by issue, region, etc.

### **FIELD BUILDING**

- Serve as an effective public spokesperson for Groundswell and raise the visibility of organizing efforts led by women of color and trans people of color by writing and speaking in diverse forums.
- Build and maintain strong, collaborative relationships with funder colleagues, individual donors, grantees, and other key partners.
- Contribute to the implementation of technical assistance and evaluation programs for grantees, including coordinating logistics for grantee meetings and convenings and managing consultant contracts.
- Support collaboration and connection across Groundswell's grantmaking portfolios with the goal of strengthening reproductive justice and social justice movements.

## Qualifications:

### ***Required:***

- At least five years of grassroots organizing experience with women of color and/or transgender people of color.
- Excellent written and verbal communication skills, including the ability to communicate effectively via phone and email, and to serve as a public spokesperson for Groundswell.
- Demonstrated ability to research an issue area and effectively communicate findings.
- Demonstrated ability to engage in strategic and analytical thinking and planning.
- Experience moving a project from conceptualization to completion.
- Experience and familiarity with distinctions between 501c3 and 501c4 organizations.
- Experience coordinating the planning and logistics for meetings and convenings.
- Ability to work independently, on multiple projects at a time, and across several time zones.
- Comfort with online communications platforms and technology.
- Willingness to travel 4-10x/year, often cross-country.

### ***Strongly Preferred:***

- At least ten years of experience working in social justice movements.
- Grantmaking experience.
- Strategic communications experience.
- Evaluation experience.
- Fluency in Spanish.
- Familiarity with reproductive/gender justice.
- This is a remote position and applicants must be able to work from home. NYC-area preferred.

**Compensation/Benefits:** This is a full-time, exempt position. Annual salary range is in the range of \$75K and is commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, and matching 401K plan. Three weeks of vacation upon hire and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

**To Apply:** Please email a resume, three professional references and a cover letter including both your salary expectations and describing why you feel you are a strong candidate for this position, to: Alexandra DelValle, Senior Program Director, at: [info@groundswellfund.org](mailto:info@groundswellfund.org) with your name and “Program Officer Application” in the subject line. **Applications received by November 1, 2017 will be given preference** but applications will be accepted until the position has been filled. No phone calls, please. Due to the high volume of applications, only those selected for further discussion will be contacted.

**Equal Employment Opportunity:** Groundswell Fund is a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.