



GROUNDSWELL FUND

JOB ANNOUNCEMENT

PROGRAM ASSISTANT

Reports to: Director of Programs (in lieu of Grantmaking Director)
Location: NYC preferred. Full-time telecommuting position.
Position: Groundswell invites applications from candidates seeking a full-time staff position.

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 \$50 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 hundreds of 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 Assistant is responsible for supporting Groundswell's grantmaking across four funds: Catalyst Fund, Liberation Fund, Rapid Response Fund, and Birth Justice Fund, as well as supporting grants management through our capacity-building programs. Working closely with the rest of the Grantmaking Team, the Program Assistant contributes to the implementation of grantmaking, grants management, technical assistance, evaluation, and communications.

Responsibilities:

GRANTMAKING AND GRANTS MANAGEMENT

- Support Request for Proposals and reporting processes and manage grants intake processes for Groundswell's funds: Catalyst Fund, Liberation Fund, Birth Justice Fund, and Rapid Response Fund and supports grants processing for Groundswell's capacity-building programs: Integrated Voter Engagement program, Grassroots Organizing Institute, and Ecosystem Initiative.

- Manage grant disbursement process, including generating grant agreements, supporting grantees and fiscal sponsors to complete forms, liaising with Groundswell's finance department and capacity-building department, and filing completed grant agreements and documents.
- Support docket writing and publication processes, including drafting funding recommendations, coordinating with graphic designers and printers.
- Maintain up to date grantee data in database and server, and maintain timely and accurate filing of all grantee information online, including grant inquiries, proposals, reports, correspondence and updates.
- Maintain grantmaking calendar to ensure the grantmaking department meets key deadlines throughout the year.
- Support ongoing communications with grantees and other audiences, including supporting timely communications with grantees in advance of deadlines and follow-up with grantees who miss deadlines.
- Support or lead logistics for in-person and virtual events led by our Grantmaking team and Funder Organizing team.
- Support scheduling and calendar maintenance for Grantmaking team, which may include coordinating calls, meetings and travel for the Senior Director of Programs, Program Officers, and other Groundswell stakeholders as necessary.
- Support and/or conduct site visits or calls with grantees.
- Support the data collection and review of grantee information for the annual evaluations of grantee impact.
- Support, maintain and contribute to the development of strong, efficient administrative systems and practices to improve the remote work of the Grantmaking team and Groundswell.
- Support Groundswell's funder organizing and fundraising strategies with diverse foundations and donors.

FIELD BUILDING

- 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.
- Project manage logistics for grantee meetings and convenings.
- Manage consultant contracts.

Qualifications

Required:

- Excellent attention to detail.
- Experience working in social justice movements, preferably in grassroots organizing.
- Excellent written and verbal communication skills, including the ability to communicate effectively via phone and email with a range of stakeholders.
- 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.
- Comfort and expertise in working with Microsoft 360 and Microsoft Office suite (including Outlook, SharePoint, OneDrive, Word, Excel and PowerPoint).
- Strong interest in philanthropy, grantmaking, and organizing funders to support reproductive justice and social justice issues.
- Willingness to travel 4-6x/year, often cross-country.

Strongly Preferred:

- At least three years of experience working in social justice movements.
- Fluency in Spanish.
- Grants management experience.
- Experience with CiviCRM and Concur.
- Some experience with Slack, Survey Monkey, Dropbox, Doodle, and Calendly.

- Experience coordinating schedules and online filing.
- Familiarity with reproductive/gender justice.
- This is a remote position and applicants must be able to work from home. NYC-area strongly preferred.

Compensation/Benefits:

This is a full-time, exempt position. Annual salary range is in the range of \$55-60K and is commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by insurance. 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, Director of Programs, at: hr@groundswellfund.org with your name and "Program Assistant Application" in the subject line. **Applications received by June 26, 2019 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:

The 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 access needs at the time of application.