



GROUNDSWELL FUND

JOB ANNOUNCEMENT

DIRECTOR OF CAPACITY BUILDING

Reports to: Deputy Director
Supervises: IVE Program Manager, GOI Program Manager, Capacity Building Trainer, Program Associate
Location: This is a full-time telecommuting position
FLSA/Classification: Exempt, Full-time, Regular
Salary: \$110,000 annually or commensurate with experience

Overview: [Groundswell Fund](#) is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are 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 transgender 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 funders and donors. Different in who we support: primarily Black and Brown women, including transgender women of color who are organizing at the grassroots. Different in how we support the field: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. Groundswell moves 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 field in grants and capacity building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 250 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017 we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, now the largest (c)(4) fund in the country centering WOC-led (c)(4) work.

Position Summary: The Director of Capacity Building is responsible for leading Groundswell's capacity-building department, which supports grassroots organizations to build grassroots power and improve conditions for their communities. The department resources two cohorts of grantees focused on deepening their voter engagement capacity (the Integrated Voter Engagement program) and sharpening their grassroots organizing skills (the Grassroots Organizing Institute). It also offers a newer and expanding body of work providing political education around theories of social change and intersectional organizing and as well as resources for healing justice to sustain leaders and organizations. The Director of Capacity Building will develop and manage the annual departmental work plan and budget and supervise Program Managers and others to ensure high quality program delivery and effective relationships with grantees. They will work closely with Program Managers to co-manage a team of more than 20 coaches and consultants. They will work closely with the Deputy Director and Director of Grantmaking to ensure that Groundswell's capacity building programs are meeting our Blueprint plan targets, are responsive to the needs of our grantees and the field, and that our grantees are supported holistically by all field-facing staff at Groundswell. They will serve as a public representative of Groundswell and the department with funders and other audiences.

Integrated Voter Engagement Program: Groundswell's Integrated Voter Engagement (IVE) Program supports organizations with a deep investment of resources to engage under-represented constituencies in policy, systems change, and the democratic process in an ongoing, non-partisan way; within and beyond election cycles. Currently, the IVE program supports 20 organizations to build sustainable infrastructure to increase voter participation among underrepresented constituencies, while helping organizations scale up the core power-building components of their work. Organizations in the IVE Program expand their grassroots base of leaders and volunteers; forge and deepen organizational alliances that increase their reach and influence; and strengthen relationships with public officials. This model integrates a year-round organizing approach to achieve policy wins and systems change.

Grassroots Organizing Institute: The Grassroots Organizing Institute (GOI) supports organizations to build power, win campaigns for policy and systems change, and achieve sustainability for the long haul. The GOI provides organizing fundamentals along with tailored coaching support for each participating organization. Through the GOI, Groundswell supports skills development around the nuts and bolts of organizing and the fundamentals of advocacy, while grounding the work in a racial and gender justice framework and organizing theory and, ultimately, putting it all together through strategic campaign design and implementation.

Responsibilities:

1. Program Direction

- a. Work collaboratively with the Deputy Director and program staff to develop and oversee the implementation of the departmental annual work plan, calendar and budget.
- b. Work with external evaluators to implement data-based evaluation to assess the efficacy of the programs and compile data from coaches and external evaluators to produce comprehensive reports on program impact.
- c. Work with Program Managers to ensure that grantee impact data is accurate and used to inform program planning.
- d. Support Program Managers to manage relationships with a large team of coaches and grantees.

- e. Work with Program Managers and Capacity Building Trainer to plan and execute grantee convenings, webinars, trainings, and site visits; including working with staff and coaches to design content and curriculum that will advance participant's understanding of, capacities and skills in organizing strategies and tactics.

2. Leadership of the Capacity Building Team

- a. Team with staff to implement well-designed departmental retreats and regular meetings.
- b. Ensure each staffer has a detailed annual work plan in place.
- c. Foster strong communication, cohesion and morale within the department and with other departments.
- d. Ensure that all team members have a tailored staff development plan in place.
- e. Keep department on track to meeting annual Blueprint (strategic plan) goals.

3. Funder Organizing

- a. Serve as program spokesperson at philanthropic affinity group convenings and funder meetings.
- b. Prepare materials such as power point slides, one-pagers, and graphs for key funder meetings.
- c. Develop accurate and timely grant report content including program related data and impact stories from the field.

Qualifications:

Required:

- Minimum of seven years of experience working in social justice movements
- Minimum of ten years of political, electoral, civic engagement experience, or integrated voter engagement experience
- Extensive experience supporting women, LGBTQ, people of color-led, organizations to successfully implement integrated voter engagement campaigns and strategies
- Program management and/or campaign development experience
- High proficiency in rigorous tracking and analysis of impact data, for organizing and voter engagement metrics.
- Proficiency utilizing voter file databases such as Voter Activation Network (VAN) and/or PDI
- Ability to lead and motivate a team.
- Excellent meeting planning and facilitation skills
- Ability to take direction and feedback
- Ability to work harmoniously with teammates and staff; excellent team player
- Ability to be solutions oriented and work collaboratively to advance program
- Self starter, able to work well independently
- Excellent communication skills (written and verbal)
- Ability to develop and deliver compelling presentations to diverse audiences
- Excellent interpersonal skills including active listening, problem solving and compromising
- Ability to prioritize and manage multiple projects simultaneously
- Ability to work under pressure and meet deadlines
- Ability to develop and manage an annual departmental and individual workplans
- Commitment to working in an organization rooted in reproductive justice

Preferred:

- Experience with and knowledge of 501(c)(3) lobbying rules.
- Bi-lingual Spanish/English
- Familiarity with Reproductive Justice/Gender Justice

Computer Skills: Experience with Constituent Relationship Management (CRM) databases. To perform this job successfully, an individual should have proficiency with Microsoft Office suite of programs including Excel, the ability to work within social media (Facebook, Twitter, etc.) and basic web platforms, database software, web browsers, and the basics of conferencing software. Experience with Slack and project management tools also desired.

Supervisory Responsibilities: Supervises Program Managers, Capacity Building Trainer, and Program Associate

Travel: Ability to travel up to 12 times/year, often cross-country, including overnight travel for events, staff and Board meetings. Ability to drive. Valid driver's license where employee is a resident. The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Compensation/Benefits: Annual salary is \$110,000 or 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, two writing samples, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to: hr@groundswellfund.org. The application deadline has been extended to February 15, 2020. Submissions sent by 2/15/2020 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.