



## GROUNDSWELL FUND

### JOB ANNOUNCEMENT

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#### DIRECTOR OF GRANTMAKING

Reports to:	Deputy Director
Supervises:	Program Officers, Program Assistant
Location:	This is a full-time telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$110,000 annually or commensurate with experience

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**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 \$55 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 c4 fund in the country centering WOC-led c4 work.

**Position Summary:** The Director of Grantmaking is responsible for overseeing GSF's grantmaking through its four grantmaking portfolios and capacity-building programs. The Director of Grantmaking will manage a team currently comprised of two Program Officers, a Program Assistant and a Program Fellow to move approximately \$6 million dollars in grants to the reproductive and social justice sectors in a timely, efficient, and accurate way. The Director of Grantmaking will also lead efforts to ensure accurate evaluation of programmatic impact in partnership with Program Officers and external evaluators. The Director of Grantmaking will lead the implementation of new grantmaking initiatives and ensure that the team is working towards meeting resource allocation targets through our grantmaking portfolios. They will support Program Officers to research and incorporate new priorities and respond to timely needs in the field through grantmaking and other programmatic activities. The Director of Grantmaking will work closely with the Director of Capacity-Building and Director of Special Initiatives to ensure cohesion of programmatic efforts and effective communication across departments. They will also work closely with our Funder Organizing department to coordinate strategy within donor networks and cultivate/maintain donor relationships. This will include providing accurate and timely data on Groundswell's grantmaking, such as grantees' needs, wins, and challenges.

### **Responsibilities:**

#### **Grantmaking:**

- **Works with Program Officers and Program Assistant to manage our four grantmaking funds: the Catalyst Fund, the Birth Justice Fund, the Liberation Fund and the Rapid Response Fund.**
- **Supports Program Officers and Program Assistant to ensure timely and appropriate disbursement of funds through our capacity-building programs, IVE and GOI.**
- **Develop and manage departmental workplan** and supervise Grantmaking staff to reach their individual and collective goals in line with Groundswell's Blueprint plan. Lead and plan GM department retreats.
- **Build and maintain relationships with grantees and the broader fields we support;** this may include site visits, conference participation, and more.
- **Develop and monitor annual budget for the overall department as well as individual funds, in partnership with Program Officers and the Chief Financial Officer.**
- **Ensure accurate evaluation of our funding impact through survey tools, focus groups, synthesis of grantee data** (in partnership with Program Officers and external evaluators).
- **Help develop and lead new grantmaking initiatives and strategic approaches,** including incorporation of work around healing justice, climate justice, and gender justice.
- **Implement a new body of work, in collaboration with our Capacity Building Team, around field alignment:** working with grantees and field leaders to support strategic organizing and

relationship building. This may include coordination of webinars, convenings, meetings and more.

- **Manage the department's transition into Groundswell's new database**, maintained in CiviCRM. This will entail ensuring that grantee data is consistently entered and updated into our database, as well as working with the grantmaking and finance teams to develop and implement processes for key grantmaking functions.
- **Work with Deputy Director to ensure effective communication and coordination within department and across departments.**

#### **Funder Organizing:**

- Coordinate the provision of grantee demographic and impact data to Funder Organizing team.
- Develop and maintain relationships with Groundswell's individual and foundation supporters, and assist Grantmaking Team members in doing the same.
- Represent Groundswell and the work of our grantees in philanthropic organizing spaces including conferences and briefings. Strategize with the Funder Organizing team and Grantmaking Team to ensure that our staff are taking leadership positions in support of WOC/TGNCPOC organizing in relevant spaces and networks.

#### **Qualifications:**

##### **Experience and Education**

- Minimum of ten years of experience in grassroots organizing.
- Five years or more of grantmaking experience desired.
- Five to ten years of managing a staff team desired.
- Five or more of senior organizational management experience desired.
- Five or more years of fundraising/funder organizing experience desired but not essential.

##### **Skills and Attributes**

- Experience with and knowledge of 501c3 lobbying rules.
- Bilingual Spanish/English preferred.
- Familiarity with Reproductive Justice/Gender Justice.
- An analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Strong ability to read and understand financials.
- Unwavering commitment to excellence and data-driven organizational and programmatic evaluation.
- Strong written and verbal communication skills; a persuasive and passionate communicator with the ability to inspire and galvanize people to work collaboratively to achieve excellence.
- Ability to acknowledge the power dynamics inherent to philanthropy while building authentic relationships with grantees, funders and field partners

**Computer Skills:** Experience with Constituent Relationship Management systems (CRM) (experience with Civi preferred). 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 Officers and Program Assistant

**Travel:** Ability to travel up to 15 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](mailto:hr@groundswellfund.org). Applications submitted by **February 24, 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:** 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.