



## GROUNDSWELL FUND

### JOB ANNOUNCEMENT

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## INTEGRATED VOTER ENGAGEMENT (IVE) PROGRAM MANAGER

Reports to:	Capacity Building Director
Supervises:	Coaches, Consultants
Location:	This is a full-time telecommuting position
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$80,000 - \$90,000 range 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 \$60 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.

**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 integrate a year-round voter engagement strategy 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 and voter engagement approach to achieve policy wins and systems change.

**Position Summary:** The IVE Program Manager (IVE PM) is responsible for overseeing Groundswell's Integrated Voter Engagement program. This includes developing and managing strategic annual work plans and budgets, making grant recommendations, supervising a team of consultants to ensure successful implementation of the program, producing reports and data analysis for program effectiveness, and serving as the primary liaison between Groundswell and participating grantees. The IVE Program Manager will work with the Capacity Building Director to ensure that goals, plans and programs are building grantees' capacity to meet the five-year organizational goals for the IVE program as laid out in Groundswell's Blueprint.

### **Responsibilities:**

#### **1. Program Management**

- Set the direction, development, implementation and evaluation of the IVE program in consultation with the Capacity Building Director.
- Accountable for development, analysis and oversight of program budget.
- Work with IVE grantees to maximize 501(c)(3) advocacy capacity.
- Work collaboratively with the Capacity Building Director and IVE coaches to oversee the implementation of the IVE annual work plan, calendar and budget and to develop these key program components in future years.
- Provide timely and strategic feedback on IVE organization grantees' annual and mid-year work planning and conduct pro-active follow up with IVE coaches and grantee organizations as needed to ensure implementation of annual work plan.
- Conduct rigorous tracking and analysis of grantees' impact data for organizing (base-building and leadership development) and voter engagement metrics to produce comprehensive reports on IVE program impact.

- Supervise team of IVE consultants to ensure work planning, data collection, convening planning and IVE program implementation stays on target and within budget, and is on pace with Groundswell's Blueprint goals.
- Responsible for identifying appropriate coaching for IVE grantee organizations through data- and evidence-based methods and monitor effectiveness of coaching relationship through the grant period.
- Lead planning and primary facilitation for bi-annual convenings, working collaboratively with Capacity Building Director and IVE coaches to design content and curriculum that advance participant's understanding of, capacities and skills in IVE strategies and tactics.

## **2. Grantmaking**

- Work with IVE grantees to develop IVE annual work plan for implementation, tracking, long-term strategy development, budget creation, and plan for leveraging funding.
- Review work plans and field budgets to determine lobbying levels and to ensure advocacy remains within allowable 501(c)(3) lobbying limits.
- Work with IVE grantees to develop a Groundswell field budget proposal for resourcing work plan.
- Ensure IVE grantee organizations submit reports twice a year (Mid-Year and End-of-Year).
- Accountable for development and analysis of Mid-Year and End-of-Year IVE program impact reports.
- Work with IVE coaches to conduct the necessary due diligence to inform strategic grant recommendations for participating organizations.
- Develop IVE program impact section of Annual Capacity Building report.

## **3. IVE Field Building**

- Serve as Groundswell Fund's IVE program spokesperson at philanthropic affinity group convenings and funder meetings.
- Work with Groundswell's legal counsel to ensure grantees' legal compliance and continue to develop and keep accurate library of legal resources.
- Responsible for identifying the need for IVE Program materials and the creation of such materials, including: power point slides, one-pagers, and graphs for key funder meetings.
- Develop accurate and timely grant report content including program related data and stories from the field.
- Serve as an ambassador and liaison between Groundswell's staff, program coaches and program participants.
- Work with Communications team to ensure consistency with Groundswell's overarching organizational marketing and communications plan.

## **4. Administration**

- Responsible for review and approval of IVE coach consultant invoices monthly.
- Develop and manage program budget for expenditures and communicate needed adjustments throughout the year.

- Maintain detailed and organized notes from calls, meetings and convenings in the CRM database.
- Identify vendors and negotiate, draft and manage vendor contracts.

## Qualifications:

### Required:

- Minimum of seven years of experience working in social justice movements.
- Minimum of five years of political, electoral, civic engagement experience, or integrated voter engagement experience.
- Program management and/or campaign development experience.
- High proficiency in rigorous tracking and analysis of impact data, for organizing and voter engagement metrics.
- High proficiency utilizing voter file databases such as Voter Activation Network (VAN) and/or PDI
- Proficiency and Knowledge in new and advancing Digital Strategies and tools.
- Experience with and knowledge of 501(c)(3) lobbying rules.
- Extensive experience supporting women, LGBTQ, people of color-led, organizations to successfully implement integrated voter engagement campaigns and strategies.
- Demonstrated track record of management-level responsibilities including budget development and employee supervision.
- Excellent meeting planning and facilitation skills.
- Ability to be solutions oriented and work collaboratively to advance programmatic work.
- Excellent communication skills (written and verbal) with ability to develop and deliver compelling presentations to diverse audiences.
- Excellent interpersonal skills including active listening, problem solving and compromising.
- Good people skills and an infectious, positive attitude when communicating about Groundswell's work.
- Ability to prioritize, meet deadlines and manage multiple projects simultaneously and across several time zones.
- Self-starter, able to work well independently.
- Ability to lead and motivate a team.
- Comfortable handling and being exposed to sensitive and confidential information.
- Ability to take direction and constructive feedback.

### Preferred:

- Bi-lingual written and spoken Spanish/English
- Familiarity with Reproductive Justice/Gender Justice

**Computer Skills:** Experience with data and targeting tools such as the VAN, PDI and modeling. To perform this job successfully, an individual should also have proficiency with

Microsoft Office suite of programs including Excel, CRM database software, web browsers, social media, and the basics of conferencing software.

**Supervisory Responsibilities:** Supervises Coaches and Consultants.

**Travel:** When travel is safe again, ability to travel up to 12 times/year, often cross-country, including overnight travel for events, conferences/convenings/trainings 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 in the range of \$80,000 - \$90,000 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 and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

**To Apply:** Please email (with IVE PM in the subject) a resume, three professional references, a professional writing sample, 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 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.