



GROUNDSWELL FUND

JOB ANNOUNCEMENT

CAPACITY BUILDING TRAINER

Reports to:	Senior Program Manager of Grassroots Organizing Institute
Works with:	Capacity Building Department
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$70,000 – \$80,000 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, transgender people of color, and gender nonconforming 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 \$100 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 345 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, one of the largest c4 funds in the country centering WOC-led c4 work.

Position Summary: Groundswell Fund is seeking a full-time trainer for the planning, implementation, and evaluation of the curriculum for our Capacity Building programs, which include the Grassroots Organizing Institute (GOI) and the Integrated Voter Engagement (IVE) Program. The ideal candidate will have a proven ability to train on curriculum and workshops for grassroots power building organizations, identifying appropriate training for grantee organizations through data- and evidence-based methods, and monitoring the effectiveness of those trainings and curriculum. The ideal candidate will be committed to getting results in a fast-paced environment and able to handle periods with heavy workloads during program implementation. This position requires travel; however, in 2021, we have opted to suspend all travel until COVID is under control.

Responsibilities:

TRAINING & FACILITATION

- Work with Program Managers to design and facilitate training and professional development activities for consultant coaches.
- Deliver training and political education for grantees independently and in collaboration with coaches and program managers.

IMPLEMENTATION AND PLANNING

- Collaborate with Groundswell staff, consultant coaches, and grantees to design, test, and evaluate curriculum and capacity building resources (convenings, trainings, webinars, and technical assistance) that are relevant and timely.
- Cultivate and manage relationships with external consultant partner organizations to deliver curriculum and resources that address grantee learning and capacity needs.
- Map out and manage annual department calendar and workplan to deliver training and technical assistance for grantees in collaboration with program managers and coaches.

EVALUATION

- Track participants' learning and skills development as it relates to curriculum, coaching, and training opportunities.
- Engage with grantee participants, coaches, and program managers regularly to conduct assessments and identify learning priorities, gaps, and opportunities.
- Document the curriculum implementation processes for convenings, webinars and other trainings hosted by Groundswell Fund.
- Evaluate CB Department training curriculum and resources regularly, determine impact and outcomes of training sessions, and make adjustments reflective of recommendations from grantees, coaches, and the Capacity Building team.
- Build and maintain strong, collaborative relationships with funder colleagues, grantees, and other key partners.
- Compile and analyze reports for both GOI and IVE organizational assessments and coaches' assessments. Reporting includes summarizing metrics and qualitative goals and reports.

Other duties: Other duties as assigned.

Qualifications:

We are seeking candidates who excel in **training community organizers at various skill levels, relationship-building**, are **outcomes-oriented**, and have strong **project management skills**. You should have:

- A minimum of five years of direct experience leading grassroots organizing and integrated voter engagement campaign efforts or programs with historically disenfranchised communities and communities of color.
- Experience leading grassroots organizing efforts, campaigns, or programs that center Black, Indigenous, and/or Transgender women communities is a plus.
- Demonstrated experience leading innovative training and facilitation for grassroots organizations and other facilitators.
- Excellent, professional verbal and written communication skills, and interpersonal skills.
- Outstanding organizational and time and project management skills, including the ability to strategically handle competing priorities and deadlines in a fast-paced and changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- A strong work ethic with a calm and relaxed demeanor, even in times of stress.
- High proficiency utilizing voter file databases such as Voter Activation Network (VAN) and/or PDI
- Strong data management and analysis skills.
- Knowledge of popular education methodology and tools to convey complex ideas in innovative ways.
- Experience with event planning and logistics coordination for meetings and conferences. Experience with virtual event planning and implementation is a plus.
- Ability to work independently, on multiple projects at a time, and across several time zones. Willingness to travel 4-10x/year when travel is safe again.
- Commitment to Groundswell's vision, mission, and values.
- Experience working in multi-ethnic and multi-language spaces is preferred, but not a requirement for this position.

This is a remote position and applicants must be able to work from home.

Work Schedule: Groundswell is a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. While work can usually be completed during standard business hours of the applicant's time zone, there may be times where early morning, evening, and weekend work may be needed to ensure organization-wide collaboration, to staff or attend events, and/or to meet organization workload needs during busy times of the year. When travel is possible again, staff whose jobs require travel can expect longer hours, as travel may happen outside of business hours and on weekends.

Travel: No travel is expected in 2021. When travel is safe again, must be available to travel at least 4 - 10 times a year for overnight events/meetings across the U.S.

Compensation/Benefits: Annual salary is \$70,000 - \$80,000 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, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to Jazmin Edwards at hr@groundswellfund.org. **Applications received by May 14, 2021 will be given preference** but applications will be accepted until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

Equal Employment Opportunity: The Groundswell Fund is a 501(c)(3) public charity 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.