



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### GRANTS MANAGER

Reports to:	Senior Director of Grantmaking
Works with:	Grantmaking Department
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$95,000 - \$105,000 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, 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. In the next 6 years, Groundswell Fund plans to move \$100M to support grassroots organizing across of our c3 and c4 funds. Please learn more about our 2020-2025 Blueprint [here](#).

**Grantmaking Summary:** Groundswell Fund strengthens U.S. movements for reproductive and social justice by resourcing intersectional grassroots organizing and centering the leadership of women of color – particularly those who are Black, Indigenous, and Transgender. Groundswell Fund’s Grantmaking Department supports over 200 organizations across the United States in 47 states as well as Puerto Rico and Washington D.C. In 2020, Groundswell’s Grantmaking Department, in partnership with our Capacity Building program, moved over \$13M in grants to support grassroots movements. Our grantmaking focuses on bolstering and scaling organizations that are led by BIPOC communities seeking to change the material conditions harming our communities and advancing systemic change through various strategies including: base building, policy and advocacy, uplifting innovative models addressing inequity in birth outcomes, and transformational organizing that centers community care and healing justice work. Groundswell Fund has a strong track record of supporting impactful grassroots base building organizations working towards policy wins and systems change. We acknowledge that systems change takes time. Thus, the vast majority of our grants are for general support, and we commit to funding efficient and effective organizations over many years. We award grants through [five funds](#), and through our [capacity-building programs](#).

**Position Summary:** Groundswell Fund (GSF) is seeking a full-time grants manager who will provide leadership in three key core areas: 1) ensuring Groundswell Fund has an efficient and compliant grants management system and process for all grantmaking portfolios; 2) conducting regular grants data analysis and metrics reports for internal and external uses; and 3) serving as the primary point of contact and lead implementer for Fluxx (our grantmaking database), ensuring system configurations and updates, managing help request tickets, and providing internal staff support. This will be a new position within the organization and will collaborate across teams: Grantmaking, Capacity Building, Funder Organizing and Finance. In alignment with our 2025 Blueprint, this position will be key in supporting the organization to track investments in support of women of color leadership centering trans, Black, and Indigenous women. The ideal candidate will have prior experience with Fluxx and be a systems-minded project manager who loves data and is committed to trust-based philanthropy. We are looking for a candidate who is excited about improving Groundswell Fund’s grantmaking processes with an eye towards lessening the burden for our grantee partners and maximizing internal efficiency. This position requires travel, the details and extent of which will depend on the COVID picture as we move forward.

### **Responsibilities:**

- Collaborate with Grantmaking team members to improve the overall grantmaking process from due diligence to grant award, payment, and final reporting.
- Collaborate with the Grantmaking Team and consultants to project manage the grants management and compliance processes, which can include but is not limited to:
  - Ensuring systems are in place to review grants proposals and budgets for legal and financial compliance;
  - Preparing and sending out grant agreements;

- Coordinating closely with Finance to ensure timely grant payments and conducting payment reconciliation;
- Monitoring grant progress and ensuring all documentation of reports and other grant requirements through the pre-award, award, and post-award phases are documented in Fluxx.
- Provide guidance and support to Groundswell Fund (GSF) staff on grantmaking issues and challenges that may be presented by a grantee or applicant, such as fiscal sponsorship, organization status, legal requirements, and other questions. Work with other Groundswell Fund departments and/or external legal counsel on grantmaking issues as necessary.
- Incorporate best practices in grants management and support Groundswell in streamlining, improving, and optimizing the effectiveness of our grants operations, systems and processes, and technology.
- Serve as the lead on compiling grantmaking data and reporting to Grantmaking, Capacity Building, and Funder Organizing departments on the reach and impact of GSF's grantmaking programs. Work closely with the Grantmaking, Capacity Building and Funder Organizing teams to produce needed reports for the Annual Report.
- Oversee various special projects such as the standardization of grantee contacts and grants data in Fluxx and Neon (CRM), own data migrations to Fluxx, further our trust-based philanthropy practices, and others projects as assigned.
- Lead ongoing enhancements to the Fluxx database and ongoing grants management database upgrades, such as additional applications and integrations with other technology used at GSF in other departments.
- Collaborate with various funder affinity groups to contribute GSF grants data to their databases.
- Maintain a high level of working knowledge of GSF's programs and priority funding areas and remain abreast of current philanthropic research, activities, and trends in the sector.
- Assist with designing and conducting staff onboarding and ongoing training related to Fluxx, grantmaking, policies and procedures, due diligence, and compliance.
- Actively collaborate as a team member on GSF's committees and initiatives as well as at external meetings and peer groups.
- Other responsibilities as assigned.

### Qualifications:

We are seeking a candidate with endless optimism and a can-do attitude!

The successful candidate will have a deeply collaborative spirit and is a dedicated problem solver who doesn't hesitate to dive in and offer solutions to both current and anticipated needs. You have demonstrated experience and expertise in grants, data, and project management; a commitment to trust-based philanthropy; and a core belief in the importance of building grassroots power and leadership of TGNCNB + Women of color led organizations.

As a new role, the candidate must possess a positive and proactive visionary leadership style as they help to shape the role and provide leadership to both the Grantmaking Department and GSF staff in the midst of multiple overlapping organizational transitions.

The successful candidate will have:

- Commitment to Groundswell's mission, vision, and values.
- Minimum of 3-5 years of grants management experience.
- Strong gender and racial justice lens, with an understanding of historic and systemic oppression and a solid understanding of grassroots organizing, movement building and advocacy within the gender justice, racial justice and LGBTQIA+ justice movements.
- Strong understanding of tax rules governing public foundations and public charities, specifically 501(c)(3) compliance; 501(c)(4) compliance knowledge a plus.
- Experience with using Fluxx grants management database. Other database/CRM experience, including Neon CRM, highly valued.
- Proficient with Microsoft Office Suite, Slack, Asana, administrator-level database skills, and the ability to learn new applications and tools quickly.
- Experience reading and understanding organizational budgets and financial statements.
- Excellent analytical, critical thinking, and organizational skills.
- Experience and/or willingness to thrive in a fully remote environment/virtual organization and an understanding of the unique work and interpersonal dynamics of such environments.
- Proven project management skills and success at owning and meeting deadlines.
- Solid understanding of complex data management.
- Strong creative and technical troubleshooting skills and the ability to anticipate team needs with excellent attention to details and follow-through.
- Excellent interpersonal skills with the ability to communicate effectively and diplomatically across a range of internal and external constituents.
- High level of Emotional Intelligence, empathy, and understanding of transition dynamics in the context of a rapidly scaling organization.
- Ability to both work collaboratively and independently, manage multiple projects, while being a committed team player.
- A strong sense of teamwork, humor, flexibility, curiosity, and willingness to learn from mistakes.
- Able to exercise good judgment and maintain confidentiality with critical and sensitive information.
- Ability and willingness to travel.

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

**Computer Skills:** To perform this job successfully, the candidate should have comfort and a high level of proficiency with the Microsoft Office suite, the ability to work with basic web platforms, database software, web browsers, and conferencing software (Zoom). Experience with Fluxx, Slack, Asana and other project management tools also desired.

**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:** Must be available to travel at least 4 - 10 times a year for overnight events/meetings across the U.S. *Travel needs will be evaluated and determined on an ongoing basis with an eye toward staff safety as we continue navigating COVID-19.*

**Compensation/Benefits:** The annual salary is \$95,000 - \$105,000, or commensurate with experience. Very generous benefits include fully paid employee and family health, dental, and 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 a week during the summer and 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, HR Manager at [hr@groundswellfund.org](mailto:hr@groundswellfund.org). Applications will be accepted and reviewed on a rolling basis 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 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 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.