



GROUNDSWELL FUND

JOB ANNOUNCEMENT

PROGRAM ASSOCIATE, BLACK TRANS FUND

Reports to:	Program Director, Black Trans Fund
Direct Reports:	None
Works with:	Grantmaking Department
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Non-Exempt, Full-time, Regular
Union Classification:	Bargaining Unit position
Salary:	\$ 75,720 annually or commensurate with experience

Overview of the Organization: For nearly 20 years, [Groundswell Fund](#) has put intersectional grassroots organizing led by women of color, including transgender and gender expansive people of color, at the center of our giving. We have provided an essential irrigation system for social justice movements – a channel into which individual donors and foundations can pour resources to reach vital work at the grassroots. In the process, we have modeled and manifested a remarkable kind of philanthropy.

With 800 individual donors and 40 national foundations giving into Groundswell; women of color and TGNC people of color who come out of grassroots organizing deciding where those resources go; and over 200 grantees led mostly by WOC and TGNC people of color receiving our support; Groundswell is proof that solidarity and beloved community across lines of race, class and gender is indeed possible.

Building on our 17-year track-record of success (\$100M in grants and capacity-building moved to the field thus far), in December 2020, Groundswell launched our new 2020-2025 Blueprint to move \$100M to the field (through our c3 and c4 entities) by 2025. The Blueprint offers a pathway for Groundswell to stay the course in our existing successful strategic direction and to innovate in response to new learnings and the unique needs of this historic moment.

Impact: 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 538 policy victories at the state and local level to either pass pro-RJ policies or block regressive ones, and they have built a growing grassroots base of support for RJ across the U.S. Groundswell is proof that solidarity and beloved community across lines of race, class and gender is indeed possible. In December 2020, Groundswell launched our new 2020-2025 Blueprint to move an additional \$100M to the field (through our c3 and c4 entities) by 2025. The Blueprint offers a pathway for Groundswell to stay the course in our existing successful strategic

direction and to innovate in response to new learnings and the unique needs of this historic moment.

Department Summary: [Black Trans Fund](#): was developed by Black Trans Fund (BTF) Director Bré Rivera and is incubated by Groundswell Fund. Bré's vision for the BTF is rooted in her experience as a former executive director of an under-resourced grassroots organization and her commitment to supporting abundance within Black trans movements. During its inaugural year, BTF awarded over \$200,000 in grants and paid the fiscal sponsor fees for 10 Black trans-led organizations. In response to the pandemic, BTF partnered with Groundswell's Rapid Response Fund to move an additional \$200,000 to 29 Black trans-led organizations. In 2021, BTF moved \$675,000 to 46 organizations across the country and hosted our first [funder briefing](#) (held virtually), which attracted over 250 donors and funders.

Position Summary: The Program Associate BTF is responsible for supporting Groundswell's Black Trans Fund. Working closely with the Program Director and Program Manager to implement an array of grantmaking, capacity building, grants management, technical assistance, evaluation, communications, and funder organizing efforts, while supporting and fostering key relationships with our funder colleagues, individual donors, grantees, and other key partners. This role will predominately provide grantmaking and program support to Black Trans Fund, and be the lead for general Black Trans Fund administrative support and scheduling.

Responsibilities:

Black Trans Fund Administrative & Communications Support

- Manage scheduling and calendar maintenance for Black Trans Fund, including coordinating calls, meetings, and travel for Program Director and Program Manager, and other Groundswell stakeholders as necessary.
- Provide note taking support for all meetings as assigned, maintain files on SharePoint, and work with Program Director and Program Manager to ensure timely follow up on action items.
- Manage scheduling and calendar maintenance for Black Trans Fund Program Director.
- Submit monthly expense reports for Program Director.
- Be first point of contact for those interested in partnering or receiving support for Black Trans Fund, this includes managing the Black Trans Fund mail inbox responding in a timely manner.
- Support planning and facilitation of Black Trans Fund virtual and in person retreats, workplan review meetings, and weekly meetings.
- Support, maintain and contribute to the development of strong, efficient administrative systems and practices to improve the remote work of the Black Trans Fund and Groundswell.
- Manage the updating of Black Trans Fund calendar and project management tools to ensure the Black Trans Fund meets key deadlines throughout the year.
- Meet regularly with communication consultant team and Program Director, and support team to track progress to keep work moving on appropriate timelines.

- Be primary liaison between GSF communications department and BTF consultants. Work with Program Director and Lead Communications Manager to develop communications activities for campaigns, organizational events and special projects.
- Work with BTF Program Director and Lead Communications Manager to support narrative development and help ensure narrative change strategies are integrated in communications work for Black Trans Fund.
- Manage updates to Groundswell's Black Trans Fund website page content, deadlines, and application portal.
- Provide administrative support for consultant contracts and vendor payments.

Black Trans Fund Program Support

- Manage scheduling and calendar maintenance for Black Trans Fund Capacity Building and Grantmaking Program working with Program Director and Program Manager. Current programs include but are not limited to: Core Grants, Community Care Grants, BTF Technical Assistance Program, Black Trans Arts & Culture Fellowship Program, Grantmakers for Girls of Color Initiative, and Black Trans Non-Profit Mapping Project. This includes updating staff availability on Calendly, coordinating calls, meetings, and travel for the Black Trans Fund staff and other Groundswell stakeholders as necessary or assigned.
- Support Program Director in the management of the BTF Advisory board including but not limited to scheduling meetings, taking notes and managing communication with the BTF advisory board.
- Support the review and assessment of grant applications to support the BTF Program Director and advisory committee in making grant decisions.
- Support ongoing communications with grantees, partners, and other audiences. This includes supporting timely communications with advisors, partners, and grantees in advance of deadlines and timely follow-up to ensure Black Trans Fund meets impact goals.
- Project manage logistics for virtual and in person grantee meetings and convenings.
- Maintain up to date grantee, advisor, and partner data in database and server.
- Maintain accurate filing of all grantees, advisor and partner information including grant inquiries, proposals, reports, correspondence and updates.
- Support and/or conduct site visits or calls with grantees as directed.

Field Building and Funder Organizing

- Build and maintain strong, collaborative relationships with funder colleagues, individual donors, grantees, and other key partners.
- Support BTF's internal and external reporting and evaluations of impact including but not limited to: administrative and scheduling support for planning meetings and webinars, conducting grantee reporting calls; following up with grantees as needed to get required information; and creating and administering grantee surveys.
- Contribute to the implementation of technical assistance and evaluation programs for Black Trans Fund and greater Grantmaking Department grantees as directed.
- Partner with Funder Organizing department to track grant inquiries, proposals, reports, correspondence and updates. Complete and submit the monthly funder organizing reporting form.

- Provide administrative and scheduling support to Black Trans Fund and the greater Grantmaking team for funder organizing needs and activities, including providing logistics, scheduling, and planning support for meetings, events, briefings, webinars, etc.
- Support production and printing of Black Trans Fund and Groundswell's impact reports and dockets, including producing and reviewing charts for accuracy, collecting grantee photos, and coordinating with graphic designers and printers.
- Support the preparation of accurate annual grantmaking data to stay on track of Blueprint goals and to report to various funder networks and affinity groups.
- Represent Black Trans Fund and Groundswell at Funder Affinity Webinars, take notes and share back with full field team.
- Partner with BTF Program Director and Program Manager to track grantee progress and victories for reporting and communications.

Grants Management

- Partnering with Sr. Grants Manager and Program Director, support grants management for Black Trans Fund, including updating grants action sheet and/or Fluxx, inputting grantee demographic data, following up with applicants for missing information, filing grant application materials and grant agreements in online database.
- Manage intake tracking of applicants, including declining organizations who do not meet the criteria and following up with applicants for more information.
- Support renewal cycles, request for Proposals, and reporting processes as needed, including extensive accurate notetaking during grant application phone calls for Black Trans Fund.
- Support grant disbursement processes for Black Trans Fund, as needed including when necessary, generating grant agreements, supporting grantees and fiscal sponsors to complete forms, liaising with Groundswell's Senior Grants Manager, Finance department and Capacity Building department, and filing completed grant agreements and documents.
- Support the reconciliation of grants accounting in partnership with the Senior Grants Manager and Finance department.
- In times high volume, partner with other Grantmaking staff to support grants management for Groundswell's other funds as needed, including Catalyst Fund, Liberation Fund, Healing Justice initiative, Climate Justice initiative, Birth Justice Fund and Capacity Building (Voter Engagement Program and the Grassroots Organizing Institute).

Qualifications:

Essential:

- **This is a remote position and applicants must be able to work from home.**
- Commitment to Groundswell's mission.
- Experience working in social justice movements, preferably in grassroots organizing.
- Excellent attention to detail.
- High level of experience with administrative tasks.

- Excellent timely scheduling and calendar management skills, including expertise with Calendly and Doodle.
- Has consistent and timely follow through.
- Excellent written, verbal, and interpersonal communication skills, including the ability to communicate effectively via phone and email with a range of stakeholders.
- Willingness to offer and receive timely constructive feedback.
- Demonstrated problem-solving skills, and willingness to ask questions and seek assistance.
- Experience coordinating the planning and logistics for meetings, webinars, and convenings.
- Ability to work independently, on multiple projects at a time, and across several time zones.
- Comfort and expertise in working with Microsoft 360 and Microsoft Office suite (including Outlook, SharePoint, OneDrive, Word, Excel and PowerPoint).
- Comfort with online communications platforms and technology.
- Strong interest in philanthropy, grantmaking, and organizing funders to support reproductive justice and social justice issues.

Strongly Preferred:

- At least three years of experience working in social justice movements.
- Bilingual, Spanish/English is a plus.
- Grants management experience.
- Experience with Fluxx, Asana, Bill.com, Neon, and Concur.
- Some experience with Slack, Survey Monkey, Box, and Dropbox.
- Familiarity with reproductive justice/gender justice.

Virtual Organization: Groundswell is a completely virtual organization and has been for many years before the COVID-19 pandemic. We are committed to building a strong identity and thriving culture that is exemplary in the nonprofit world and in the greater landscape of fully remote organizations. To succeed as remote workers, applicants should have a dedicated workspace, a commitment to clear and frequent communication, and comfort utilizing technology to increase collaboration and connection. Those with previous remote work experience are preferred, but we also welcome those who are new to remote work and understand the requirements of working in a thriving virtual organizational culture. When travel is safe again, we will have the opportunity to travel and see each other in person for retreats, conferences, and events; but until then, all our work is virtual.

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.

Computer Skills: To perform this job successfully, an individual should have an openness to learning and working with technology, including including Microsoft Office 365 (Excel, Word and Outlook required; SharePoint preferred), Slack, GSuite, Zoom, Neon, Calendly, Bill.com, Concur, Asana, and PC and/or Mac Computers.

Travel: When travel is safe again, must be available to travel at least 6 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: Annual salary is \$75,720 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 a week during the summer and the last two weeks 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 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 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.