



GROUNDSWELL FUND

JOB ANNOUNCEMENT

PROGRAM ASSOCIATE, GRANTMAKING AND RAPID RESPONSE FUND

Reports to:	Senior Director of Grantmaking
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:	\$75,750

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/Fund Summary: Groundswell Fund's Grantmaking Department supports over 200 organizations across the United States in 49 states, as well as Puerto Rico, the U.S. Virgin Islands, and Washington D.C. In 2021, Groundswell's Grantmaking Department, in partnership with our Capacity Building Department, 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, campaign development, 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 impressive 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](#), two special project initiatives, and through our [capacity-building programs](#).

Position Summary: The Program Associate is responsible for supporting Groundswell's Grantmaking Department, including supporting grantmaking as needed across five funds: Catalyst Fund, Liberation Fund, Rapid Response Fund, Black Trans Fund, and Birth Justice Fund, two special project initiatives focused on Healing Justice and Climate Justice, as well as supporting grants management through our capacity-building programs. Working closely with the rest of the Grantmaking and Capacity Building Teams, the Program Assistant contributes to the implementation of grantmaking, 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 support to the Rapid Response Fund, support cross team coordination and grantmaking, and lead general Grantmaking Department administrative support and scheduling.

Responsibilities:

Grantmaking Department Administrative Support | approximately 35%

- Manage scheduling and calendar maintenance for Grantmaking Department, including coordinating calls, meetings, and travel for Program Directors, senior staff, Program Officers, and other Groundswell stakeholders as necessary.
- Manage scheduling and calendar maintenance for Senior Director of Grantmaking.
- Support planning and facilitation of Grantmaking Department annual 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 Grantmaking team and Groundswell.
- Manage the updating of grantmaking calendar and project management tools to ensure the Grantmaking Department meets key deadlines throughout the year.
- Provide administrative support for consultant contracts and vendor payments.

Rapid Response Fund | approximately 35%

- Manage scheduling and calendar maintenance for Rapid Response Fund, which includes updating staff availability on Calendly, coordinating calls, meetings, and travel for the Directors, senior staff, Program Officers, and other Groundswell stakeholders as necessary or assigned.
- Manage intake tracking of applicants, including declining organizations who do not meet the criteria and following up with applicants for more information.
- Hold weekly Rapid Response Fund application intake calls with potential grantee partners and take accurate notes to serve as each organization's grant application.
- Support the monthly review and assessment of Rapid Response Fund applications to support the Program Officer, Senior Director of Grantmaking, and advisory committee in making grant decisions.
- Support ongoing communications with grantees and other audiences, including supporting timely communications with grantees in advance of reporting deadlines and follow-up with grantees who miss deadlines.
- Support grants management for the Rapid Response 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.
- Maintain up to date grantee data in database and server and maintain timely and accurate filing of all grantee information online, including grant inquiries, proposals, reports, correspondence and updates.
- Manage updates to Groundswell's Rapid Response Fund website page content, deadlines, and application portal.
- Support and/or conduct site visits or calls with grantees.

Field Building and Funder Organizing | approximately 20%

- Build and maintain strong, collaborative relationships with funder colleagues, individual donors, grantees, and other key partners.
- Support Groundswell's internal and external evaluations of Reproductive Justice and social justice movements, including administrative and scheduling support for planning meetings and webinars, prepopulating grantee surveys, following up with grantees, managing contact lists, and filing grantee surveys.
- Contribute to the implementation of technical assistance and evaluation programs for grantees.
- Project manage logistics for virtual and in person grantee meetings and convenings.
- Provide administrative support to Program Officers, Program Directors, senior staff, and Department Directors for funder organizing needs and activities, including providing logistics and planning support for meetings, events, briefings, webinars, etc.
- Support production and printing of 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 Groundswell at Funder Affinity Webinars, take notes and share back with full field team.

- Track grantee progress and victories for reporting and communications.

Grants Management | approximately 10%

- Support renewal cycles, Request for Proposals, and reporting processes as needed, including extensive accurate notetaking during grant application phone calls for Groundswell's funds and programs as needed.
- Support grants management for Groundswell's other funds as needed, including Catalyst Fund, Liberation Fund, Black Trans Fund, Healing Justice initiative, Climate Justice initiative, and Birth Justice Fund.
- Support grants management for Groundswell's capacity building programs as needed, including the Integrated Voter Engagement Program and the Grassroots Organizing Institute as needed.
- Support grant disbursement processes for Groundswell, 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.

Qualifications:

Essential

- This is a remote position and applicants must be able to work from home.
- Commitment to Groundswell's mission.
- Excellent written, verbal, and interpersonal communication skills, including the ability to communicate effectively via phone and email with a range of stakeholders.
- Excellent scheduling and calendar management skills, including expertise with Calendly and Doodle.
- Comfort and expertise in working with Microsoft 360 and Microsoft Office suite (including Outlook, SharePoint, OneDrive, Word, Excel and PowerPoint).

Strongly Preferred

- Experience working in social justice movements, preferably in grassroots organizing.
- Strong interest in philanthropy, grantmaking, and organizing funders to support reproductive justice and social justice issues.
- Excellent attention to detail.
- Experience coordinating the planning and logistics for meetings, webinars, and convenings.
- High level of experience with administrative tasks.

- Has consistent and timely follow through.
- Willingness to offer and receive timely constructive feedback.
- Demonstrated problem-solving skills, and willingness to ask questions and seek assistance.
- Ability to work independently, on multiple projects at a time, and across several time zones.

Preferred

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

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 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 \$ 75,750 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.