



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### PROGRAM OFFICER, BIRTH JUSTICE FUND

Reports to:	Senior Director of Grantmaking
Direct Reports:	none
Works with:	Grantmaking Department
Location:	This is a full-time, telecommuting position
FLSA/Classification:	Exempt, Full-time, Regular
Union Classification:	Bargaining Unit position
Salary:	\$ 100,700

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**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.

**Position Summary:** The Program Officer, Birth Justice Fund is responsible for supporting Groundswell's Birth Justice Fund. Groundswell's Birth Justice Fund (BJF) aims to eliminate disparities in family-building, pregnancy, birth, and postpartum outcomes and experiences of communities of color, low-income communities, young people, and queer and transgender people by expanding access to culturally-matched midwifery and doula care. Working closely with the Senior Director of Grantmaking, Program Associate, Senior Grants Manager, Birth Justice Fund Advisory Committee, and other key staff members, the Program Officer contributes to the design and implementation of Birth Justice Fund grantmaking strategy, capacity building, evaluation, communications, and funder organizing. This includes taking a leadership role in being a spokesperson and fundraising for this fund. The Program Officer advances strategic grantmaking that maximizes the impact of funder and donor giving to effectively support innovative birth justice movement work. The Program Officer plays an important role in the field of philanthropy by generating increased visibility and resources for birth justice and supporting grantees.

### **Responsibilities:**

#### **Grantmaking | approximately 40%**

- Lead a grantmaking strategy and manage a diverse portfolio of birth justice grantees, in partnership with the Senior Director of Grantmaking
- Identify new grantees and make grant recommendations in alignment with Groundswell's mission and Blueprint strategy.
- Identify priorities, gaps, and opportunities to strengthen strategic grantmaking.
- Lead comprehensive reviews of grant applicants and facilitate recommendation meetings for Birth Justice Fund Advisors.
- Partner with Senior Grants Manager and Program Associate to ensure effective grants management processes that are rooted in Trust Based Philanthropy, including developing less burdensome applications and reporting processes, implementing easy-to-use software, ensuring timely grant payments with Finance Department, and supporting the gathering of necessary grantee documents and information.
- Steward and facilitate meetings of the Birth Justice Fund Advisory Committee made up of donors and allies, including growing the committee to include movement leaders.
- Conduct grantee site visits, phone calls, virtual meetings, and/or webinars.
- Cultivate relationships with grantee partners and prospective grantees.
- Cultivate relationships with other partners, stakeholders, peer funders, and Groundswell funders to strengthen collaboration and learning to advance our grantmaking.
- Regularly monitor and evaluate the progress and impact of grantees.
- Research trends in philanthropy, birth justice, and related social justice movements.
- Preparation of external and internal communications documents, including dockets or grant summaries by issue, region, etc for external and internal audiences.

- Work with Groundswell’s Communications Director to ensure up to date reflection of current grantee information on website, social media, and other written communications.
- Support collaborative grantmaking between the Birth Justice Fund and other Groundswell funds/programs and external partners.

### **Funder Organizing | approximately 30%**

- Lead and support funder organizing (fundraising) for the Birth Justice Fund and Groundswell, including providing frequent program updates and helping to organize funder organizing events.
- Serve as an effective public spokesperson for Groundswell and raise the visibility of birth justice by writing and speaking in diverse forums, including to the media and funders.
- Build and maintain strong, collaborative relationships with funder colleagues, individual donors, grantees, and other key partners.
- Facilitate and participate in presentations in philanthropic and donor meetings.
- Actively engage in philanthropic networks to promote birth justice, reproductive justice, Groundswell Fund, and the powerful work of grantees.
- Represent Groundswell Fund at external-facing philanthropic and movement-level meetings and conferences.
- Present at conference panels and workshops.
- Lead or assist in the planning of Groundswell-specific funder organizing events, briefings, webinars and activities that help to foster connection and learning among funders, donors, and grantees and to raise more awareness and investments in birth justice movements.

### **Capacity Building and Field Building | approximately 20%**

- Project manage and/or contribute to the implementation of capacity building and technical assistance programs for grantees.
  - For example, this position will lead Groundswell’s multiyear Financial Resilience Capacity Building program for Birth Justice Fund grantees; support a new Intro to Organizing training series for birth justice groups; support the planning of a collaboration between The Black Trans Fund and Birth Justice Fund; and will develop Groundswell’s strategy to support perinatal mental health.
- Manage consultant contracts and supervise consultants who are doing field-facing technical assistance and capacity building programs.
- Coordinate planning and logistics for grantee convenings.
- Lead evaluation and learning activities to demonstrate the effectiveness and impact of birth justice and reproductive justice grantees, including supporting Groundswell’s annual RJ Impact Evaluation.
- Partner with the Grantmaking Department, Capacity Building Department, Finance Department, Funder Organizing Department, and Groundswell Action Fund (c4) to implement cross-departmental programming for grantees.
- Remain friendly and accessible to grantees seeking help to strengthen their foundation fundraising, including making introductions to funders where appropriate, reviewing

draft applications and proposals to make grantees more competitive with other funders, and offering feedback to strengthen grantees' work and communications.

- Offer resources and technical assistance to grantees undergoing leadership transitions, rapid expansion, and organizational development challenges.
- Coach and support grantees to be effective spokespeople and ambassadors through Groundswell's various opportunities to highlight grantee partners through our communications and funder organizing work.

### **Other Duties | approximately 10%**

- Utilizes direct communication and proactive problem solving to address internal organizational challenges and disagreements.
- Works proactively and in good faith to support and strengthen the overall stability and effectiveness of the organization.
- Maintains a collaborative, positive, professional and friendly approach to working with supervisor, other staff, grantees, and external stakeholders.
- Attends all required internal and external meetings.
- Completes required reports, workplans, and paperwork on time.
- Participates proactively to fulfil staff duties, including making every effort to meet deadlines, particularly around HR, IT, Finance, Funder Organizing, and program-related matters.
- Performs other duties as assigned.

### **Qualifications:**

#### **Essential**

- **This is a remote position and applicants must be able to work from home.**
- Excellent written, verbal, and interpersonal communication skills, including the ability to communicate effectively via phone and email with a range of stakeholders.
- 4 to 6 years of experience within the birth justice movement, reproductive justice movement, and/or social justice philanthropy.
- Strong commitment to Groundswell's mission, including support and knowledge about birth justice, abortion access, contraception justice, young pregnant and parenting people, LGBTQ issues, trans justice, sex worker rights, people who use substances, people with experience with the criminal legal system, undocumented and immigrant communities, disabled people, and economic justice and racial justice issues.
- Strong interest in philanthropy, grantmaking, and organizing funders to support birth justice, reproductive justice, and social justice issues.

#### **Strongly Preferred**

- Previous grantmaking experience for social justice issues, including participatory grantmaking experience.

- Foundation fundraising experience, grassroots fundraising experience, and/or media and communications experience.
- Strong interpersonal and group facilitation skills.
- Comfort working across cultures and difference, including experience and comfort working with people of color and transgender and gender expansive people.
- Strong analytical, critical decision making, project management, and process improvement skills.
- Unwavering commitment to excellence and producing high quality work products.
- Superb attention to detail and deadline-driven.
- 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.
- Experience with Slack, Fluxx, Asana, Box, and Neon.
- Comfort with technology and learning new technologies.

**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, the candidate should have comfort and a high level of proficiency with the Microsoft Office suite of programs, the ability to work with basic web platforms, database software, web browsers, social media, and conferencing software. Familiarity and comfort with the following software and platforms are 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 \$100,700 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](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 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.