



GROUNDSWELL FUND

JOB ANNOUNCEMENT

REPRODUCTIVE JUSTICE PROGRAM DIRECTOR

Reports to: Senior Director of Grantmaking
Direct Reports: Birth Justice Fund Program Officer
Rapid Response Fund Program Officer
Program Associate, Catalyst Fund and Birth Justice Fund
Program Associate, Rapid Response Fund

Works with: Grantmaking Department
Location: This is a full-time, telecommuting position.
FLSA/Classification: Exempt, Full-time, Regular
Union Classification: Non Bargaining Unit position

Salary: \$135,000

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 over a thousand individual donors and 40 national foundations giving into Groundswell; women of color and transgender and gender-expansive people of color who come out of grassroots organizing deciding where those resources go; and over 250 grantees led mostly by WOC and transgender and gender-expansive 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 successful strategic direction and 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 Reproductive Justice (RJ) Program Director is responsible for advancing Groundswell's reproductive justice grantmaking strategy through our Catalyst Fund and for supporting key staff who lead our Birth Justice Fund and other grantmaking strategies. Working closely with the Senior Director of Grantmaking, Program Officers, Program Associates, Senior Grants Manager, key consultants, grantmaking advisors, and other staff members, the RJ Program Director contributes to the design and implementation of Catalyst Fund grantmaking strategy, capacity building, evaluation, communications, and funder organizing. This includes taking a leadership role in being a spokesperson and fundraising for the Catalyst Fund and Groundswell's other reproductive justice work. Funder Organizing (fundraising) is an integral responsibility of this role. The RJ Program Director, alongside other leaders in the Grantmaking Department, will also play an important role in the field of philanthropy by generating increased visibility and resources for reproductive justice. Importantly, the RJ Program Director will supervise and manage key program staff, including Program Officers and Program Associates leading our Catalyst Fund, Birth Justice Fund, and Rapid Response Fund. The RJ Program Director will play a senior leadership role in supporting a healthy, connected and joyful Grantmaking Department within a remote work environment, alongside other senior leaders in the Grantmaking Department.

Responsibilities:

Management and Leadership | approximately 30%

- Supervise direct reports, including Program Officers and Program Associates for Catalyst Fund for Reproductive Justice, Birth Justice Fund, and Rapid Response Fund.
- Remain accessible daily to provide guidance and mentorship to direct reports to help live into Groundswell's value of creating a leaderful organization.
- Hold weekly supervision with direct reports and fulfil management responsibilities in a timely manner.
- Play a leadership role in the Grantmaking Department, alongside Senior Director of Grantmaking, Black Trans Fund Program Director, Senior Grants Manager, including facilitating meetings, convenings, project plans, planning processes.
- Play a leadership role in Groundswell Fund, including collaborating with other Groundswell departments and contributing to Groundswell's field strategy.

Grantmaking | approximately 30%

- Lead the Catalyst Fund grantmaking strategy and manage a diverse portfolio of reproductive justice grantees, in partnership with the Senior Director of Grantmaking and other program staff.

- Lead comprehensive reviews of grant applicants and facilitate the launch of a participatory grantmaking advisory committee.
- Cultivate relationships with grantee partners and prospective grantees.
- Conduct grantee site visits, phone calls, virtual meetings, and/or webinars.
- Cultivate relationships with Groundswell's partners, stakeholders, peer funders, and funders to strengthen collaboration and learning to advance our grantmaking.
- 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 our Finance Department, and supporting the gathering of necessary grantee documents and information.
- Preparation of external and internal communications documents, including dockets or grant summaries for external and internal audiences.
- Work with Groundswell's communications department to ensure up to date reflection of current grantee information on website, social media, and other written communications.
- Identify new grantees, priorities, gaps and opportunities in alignment with Groundswell's mission and Blueprint strategy.
- Research trends in philanthropy, reproductive justice, and related social justice movements.

Funder Organizing | approximately 20%

- Lead and support funder organizing (fundraising) for the Catalyst 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 reproductive justice by writing and speaking in diverse forums, including to the media, funders and donors.
- Build and maintain strong, collaborative relationships with funder colleagues, individual donors, grantees, and other key partners.
- Facilitate and participate in presentations and workshops for philanthropic/donor meetings and key movement conferences.
- Actively engage in philanthropic networks to promote reproductive justice, Groundswell Fund, and the powerful work of grantees.
- Represent Groundswell Fund at external-facing philanthropic and movement-level meetings and conferences.
- Lead or assist in the planning of Groundswell-specific funder organizing events, webinar briefings, webinars and activities that help to foster connection and learning among funders, donors, and grantees and to raise more awareness and investments in reproductive justice movements.

Capacity Building and Field Building | approximately 10%

- Lead evaluation and learning activities to demonstrate the effectiveness and impact of reproductive justice grantees, including stewarding Groundswell’s annual RJ Impact Evaluation.
- Regularly monitor and evaluate the progress and impact of grantees.
- Manage consultant contracts and supervise consultants who are doing field-facing technical assistance and capacity building programs.
- Project manage and/or contribute to the implementation of capacity building and technical assistance programs for grantees.
- Support collaborative grantmaking and capacity building support between the Catalyst Fund and other Groundswell funds/programs and external partners.
- 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.
- 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.
- 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.

Other Duties | approximately 10%

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

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- Four to six years of experience within the Reproductive Justice Movement and/or social justice philanthropy.
- Prior experience successfully managing staff and consultants.
- Strong commitment to Groundswell’s mission, including support and knowledge about reproductive justice, abortion access, contraception justice, birth 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 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, GSuite, Microsoft Office, and Neon.
- Comfort with technology and learning new technologies.

Virtual Organization: Groundswell is a completely virtual organization and has been for several years. 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. Our work is virtual but we will also have the opportunity to travel and see each other in person for retreats, conferences, and events. 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.

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. 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: Candidate must be available to travel at least six 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 \$135,000. 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: [Click on this link](#) Please include 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. Accepting rolling applications, with applications submitted by Friday, May 12th taking priority 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.