Job Opening: Grassroots Program Officer

About the Rose Foundation for Communities and the Environment
For over 25 years, the Rose Foundation has supported grassroots initiatives that foster stewardship, build community, and demand justice. Our community-based grantmaking approach has awarded hundreds of small grants, totaling millions of dollars, to help build the grassroots base of conservation and environmental justice in California. Our work has earned national recognition for building grassroots power for conservation and social justice. We have helped scores of community activists earn their first-ever foundation grant; launched new initiatives to protect sensitive ecosystems and build power in frontline communities; and helped passionate “kitchen table activists” win significant David vs. Goliath conservation struggles and demand environmental equity for their neighborhoods and families.

Position Summary
The Grassroots Program Officer will lead grantmaking initiatives which help Rose Foundation donors and colleague funders invest in growing the grassroots base of the environmental and social justice movements. They will manage some of Rose’s most community-oriented grantmaking funds, oversee in-person and web-based capacity-building training programs for community activists and emerging organizations, and play a vital role in helping secure the funding which supports Rose’s grassroots grants programs.

Ideal Candidate:
The ideal candidate understands the unique challenges of small organizations with limited resources and capacity and can apply that perspective and knowledge to help grassroots community activists navigate the grantseeking process. They have a strong commitment to conservation and social justice, and they understand how strategically-directed resources and training can boost the effectiveness of grassroots activism. Their experience working with community-based organizations engaged in stewardship and advocacy provides a strong framework to analyze and rank the quality of grantseeking proposals, and they have the verbal and writing skills to make clear and well-reasoned funding recommendations. They are excited to help grassroots conservation and environmental justice groups access needed resources and build community capacity through networking and skills training.
Primary Responsibilities

Manage Grassroots Grantmaking Initiatives (60%):
- Analyze grant requests, conduct due-diligence on applications, prepare funding recommendations, and coordinate grantmaking processes with funding boards, partners, and donors.
- Help first-time grantseekers and small-group applicants navigate the funding process and provide compassionate feedback to applicants who are denied funding.
- Coordinate closely with the Communications and Operations teams to manage applicant outreach and grantee communications, maintain grantee and applicant data, administer grant contracts, and track grantee progress and impact.
- Organize site visits to strengthen relationships with grantees and see their work on-the-ground.
- Manage Rose’s fiscal sponsorship relationships which provide mentoring and charitable structure to help incubate emerging new organizations and coalitions.
- Participate in funder affinity networks and grantee and philanthropic events.

Coordinate Grantee Training Programs (15%):
- Help grantees conduct organizational capacity assessments, establish growth priorities, and access training opportunities to address key needs.
- Develop and manage Rose’s in-house training programs, including annual Grassroots Grantee convening and webinars.
- Coordinate grassroots grantee networking opportunities.

Support Fundraising and Reporting to Funders (25%)
- In coordination with the Development team, play a strong role in individual donor and foundation funder prospecting and communications, including outreach to new funders, writing grant proposals and reports, and preparing reports showcasing impacts from the grantmaking and training programs.
- In coordination with the Finance team, help track pending and received funds and draft related correspondence and reports.
- Help with all-staff events, including Rose’s annual Film Fest.

Required Qualifications
- At least 3 years experience working at a community-based organization focused on environmental advocacy, stewardship, conservation, or social justice.
- Experience helping co-workers or constituents learn new skills.
- Strong commitment to environmental conservation, environmental justice and social equity, and in helping to build a strong grassroots activist base.
- Highly organized, strong attention to detail, and ability to work under multiple priorities and deadlines with a collaborative problem-solving approach.
● A track record of developing and maintaining strong working relationships with and among diverse groups.
● Solid understanding of project management tools and aptitude for learning new systems and applications.
● Able to communicate clearly, verbally and in writing.
● Strong interpersonal skills; responsive, patient, and engaging with co-workers, partners, constituents, or clients; and the flexibility to thrive in a small office dynamic.

**Desired Qualifications**

● Experience with an established grantmaking entity, or other experience helping small nonprofit organizations access resources and become more effective.
● Experience developing, leading, or facilitating in-person or web-based trainings.
● Experience organizing conferences, site-visits, or tours.
● Experience writing reports and/or applying for funding and writing grants.
● Proficiency in Spanish.

**Salary, Hours, and Benefits**

Full-time, exempt, at-will, on-staff position. Starting annual salary in the range of $55,000 - $65,000, depending on experience and qualifications. Benefits include fully paid platinum-rated health insurance (medical/dental/vision) for employee and dependents; sick leave which exceeds California standards; generous vacation and paid holidays; Clipper Card, FSA and 401k with employer contribution and match; plus sabbatical and professional development opportunities. The comparable annual cash value of the benefits package ranges from $8,500 - $21,000. General hours are 9:30am-5:30pm, Monday through Friday, but occasional evening or weekend hours may be required.

**How to Apply**

● Please send (1) a cover letter that specifically discusses why you want this job and how your education and past experience make you an excellent fit for this position, (2) your resume, and (3) a writing sample, preferably showcasing abilities which can directly or indirectly translate to grantwriting or grant reporting, to: aheying@rosefdn.org. Please also include how you learned about this position, and write “Grassroots Program Officer” in the subject line of your email. Applicants will be acknowledged via email. No phone calls or mailed applications, please.

● **Applications will be reviewed on a rolling basis, with preference extended to applications received by February 21, 2020.** We encourage you to submit your application package as early as possible.

The Rose Foundation is an equal opportunity employer that embraces diversity. Our office is in a commuter-friendly location five blocks from Lake Merritt BART; located near Jack London Amtrak, AC Transit including the 72R, 12, and Broadway Free Shuttle, and Oakland’s network of bike lanes.