



GROUNDSWELL FUND

JOB ANNOUNCEMENT

GRANTS ANALYST DIRECTOR

Reports to:	Chief Financial Officer
Direct Reports:	Senior Grants Manager
Works with:	Finance Department
Location:	This is a full-time, telecommuting position.
FLSA/Classification:	Exempt, Full-time, Regular
Union Classification:	Non-Bargaining Unit position
Salary:	\$139,500 - \$151,900 annually, 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 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 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)

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Position Summary: The Grants Analyst Director is tasked with meticulously tracking all incoming revenue streams, encompassing both grants and donations, to ensure a comprehensive understanding of the organization's financial health. This role demands diligent management of grants, encompassing the preparation of detailed reports and ensuring strict compliance with funding regulations and organizational policies. This Grants Analyst Director plays a pivotal role in facilitating seamless coordination across different departments, including both c3 and c4 entities, to promote effective collaboration and information sharing.

A key responsibility of the Grants Analyst Director is to proactively identify and recommend strategies for optimizing the grantmaking process. This involves critically analyzing current practices and suggesting improvements to enhance efficiency. The goal is to streamline operations, reduce administrative burdens, and ensure grantmaking compliance.

Responsibilities:

Revenue Analyst (60%)

- Oversee the entire grant cycle post-award, including monitoring deadlines, deliverables, reporting, and renewals.
- Review grant agreements to understand project-specific financial terms and conditions for proper revenue recognition.
- Monitor grant and donor revenue, track receivables, releases, etc.
- Monitor grant-funded projects, ensuring timely completion of milestones and deliverables.
- Collaborate with program teams to prepare budgets for grant proposals, monitor expenditures, and prepare financial reports for funders.
- Provide monthly revenue reports that highlight trends, and variances, and include an analysis highlighting opportunities and potential areas for concern.
- Conduct detailed financial analyses and prepare quarterly and annual revenue forecasts.
- As a Director, serve as a conduit between finance, programs, and development to ensure the smooth flow of information between departments.

Grants Management (20%)

- Oversee the grantmaking process and make recommendations to streamline the process, reduce administrative burden, eliminate bottlenecks, and ensure compliance.
- Monitor grantmaking schedule and communicate changes to the finance team.
- Assist in the development and implementation of grant management policies and procedures.
- Serve as a conduit between the c-suite and the grants management, to ensure the smooth flow of information.

- Participate in training and professional development opportunities to stay current with grant management best practices and regulations.

Management & Supervision (20%)

- Oversee the grantmaking process and ensure compliance and internal processes and protocols are met.
- Supervise Grants Management team consisting of the Sr. Grants Manager and Grants Management Associate.
- Oversee and monitor supervisees work.
- Attend Director meetings and serve as a conduit of information between the C-suite and the Grants Management team.
- Support and monitor the professional development of your supervisees.

Qualifications:

Essential

- Bachelor's degree in finance, accounting, business administration, or a related field or equivalent experience.
- Minimum of 3-5 years of experience in grants management, financial analysis, or a similar role in a non-profit or philanthropic organization.
- Knowledge of grant funding regulations and compliance requirements.
- Strong analytical and problem-solving skills, with the ability to interpret financial data and prepare accurate reports.
- Excellent organizational skills, with the ability to manage multiple projects and deadlines.
- Effective communication skills, both written and verbal, with the ability to collaborate with diverse stakeholders.
- Attention to detail and a commitment to accuracy and integrity in financial reporting.
- Proficiency in Excel is a must.
- Excellent communication skills, both written and verbal, with the ability to present complex financial information effectively.
- Ability to work effectively with a national remote team and utilize technology to collaborate and communicate.

Preferred

- Experience with Fluxx or other grant management software is a plus
- Experienced with Neon CRM and Quickbooks Online is a plus

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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. 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 currently operating on a 4 day, 32 hour work week, Monday - Thursday. We are a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. 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, an individual should have proficiency with Microsoft Office suite of programs including Excel and Word, Microsoft Office 365, Outlook, SharePoint, GSuite, Zoom, Neon, Slack, Fluxx, Bill.com, ASANA, and Concur.

Travel: Candidate must be available to travel 3 - 4 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 \$139,500 - \$151,900 , 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, gender-affirming care costs, and midwifery/doula expenses that are not covered by insurance. Three weeks of vacation and a generous holiday schedule including a week during the summer and the last two weeks of December, as well as a flexible 4 day, 32-hour 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 applications on a rolling basis, with applications received by April 25 given priority screening, until the position has been filled. If you have questions, please email hr@groundswellfund.org (please do not reach out to individuals). 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 that 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.