



Title: BEA Fund Program Officer

Reports to: Project Director

Location: remote, anywhere in the U.S.

Building Equity and Alignment (BEA), a fiscally sponsored project of Social and Environmental Entrepreneurs (SEE), seeks an experienced individual to serve as Program Officer for the BEA Fund.

About BEA and the BEA Fund:

BEA's mission is to foster authentic cross-sector relationships to advance the progress of the environmental movement towards a just transition. We shift power and resources from institutions to grassroots leadership to transform the environmental movement. BEA generates courageous collaborations and open communication by bringing together grassroots organizations, national organizations, and philanthropy. BEA invites philanthropy and national organizations to listen loudly to truths from communities of color, enabling the breakdown of historical barriers that exclude frontline groups from accessing resources and power.

The BEA Fund is a participatory grantmaking process born out of the BEA as a shared recognition that in order for the environmental movement to be successful, it must support and resource grassroots groups to institutionalize community-based solutions to the ecological crisis. The BEA Fund promotes four interlinked elements:

1. Support Community Organizing at the Forefront of Change
2. Build Partnerships Across Sectors and Geographies
3. Advance a Just Transition
4. Build the Capacity of the Grassroots Sector

To learn about the BEA Fund, visit: <https://bea4impact.org/fund>

About our fiscal sponsor, SEE:

The mission of Social and Environmental Entrepreneurs (SEE) is to empower, encourage, and catalyze projects so that we can collaborate and facilitate progressive change in areas of social and environmental justice. As a fiscal sponsor, SEE incubates projects that will make a cultural impact by creating progressive, social, and environmental change. To learn more, visit: <https://saveourplanet.org/>

About the Position

The BEA Fund Program Officer will primarily be responsible for coordinating and administering the BEA Fund. The Program Officer will become the fourth full-time member of our small staff and will support other programmatic work where needed.

Essential Duties and Responsibilities:

- Oversee the development of BEA grantmaking program
- Maintain strong relationships with BEA grantees providing technical assistance, appreciative coaching, listening and empathy throughout implementation
- Engage BEA Fund grantees in BEA activities, including Grassroots Caucus and development and communications capacity building initiatives
- Collaborate with Development Director on grant proposals and reporting; participate in meetings with funders
- Highlight grantee work through BEA webinars and other external communications
- Create strong relations with grantees and manage all stages of the participatory grantmaking process, including:
 - Development of a comprehensive Request for Proposals;
 - Targeted outreach to organizations engaged in the focus areas of the grants program
 - Fielding calls and inquiries from interested potential applicants;
 - Reviewing all applications to ensure that potential candidates meet the initial criteria listed above and all legal obligations for granting
 - Development of an evaluation rubric for review and assessment of applicants;
 - Convening and staffing of BEA Fund Advisory Board (with a majority of environmental justice grassroots and activists and including representatives from the green and funding sector) to engage in multi-day process to select grantees and determine their allocations;
 - Approval and customized declination notices sent to applicants and feedback calls with declined applicants when requested
 - Administration of grants and progress reports; serving as primary contact for grantees
 - Development of grants list, including grantee profiles and increased visibility of grantee work through webinars and other communications throughout the year.

Knowledge and Skills:

- Strong interpersonal skills and ability to work flexibly as part of a team in a mission-driven organization.
- High level of self-organization, detail-oriented, and ability to manage competing deadlines
- Experience in grantmaking process, program development, fundraising, and data collection
- Strong oral and written communication skills, including the capacity to write clear and compelling program-related material and speak publicly on program themes.
- Experience working remotely preferred.
- Experience in grassroots social justice organizing preferred.



- Foreign language fluency in Spanish highly desirable, other language proficiency a plus.

Racial Justice

BEA strives to integrate values of equity and fairness into our work, which includes bringing an intentional racial justice analysis to our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. BEA provides all people with equal employment and volunteer opportunities while also staying committed to providing accommodations to applicants and employees with disabilities. We strongly encourage applicants of color to apply for this position.

Details at a glance

This is a full-time, remote position with a flexible schedule with a salary of \$70,000-\$80,000. Benefits include health, dental, and vision insurance, 4 weeks of vacation, retirement, and reimbursement for home office expenses. This job may require up to 25% travel when it is safe to do so.

How to Apply: Please email a cover letter and resume to info@bea4impact.org.

Please note: BEA will be closed during the last two weeks of the year and we will begin reviewing applications in early January. We do not expect to contact any candidates for interviews before January 11 at the earliest, but wanted to provide the opportunity for candidates to submit applications during the winter holiday break. We expect this position to start in March 2021.