

GRANT PROGRAM ASSOCIATE

Location: Berkeley, CA

Priority application deadline: April 20, 2021

The Impact Fund is looking for a detail-oriented, efficient, and empathetic Grant Program Associate to provide grantmaking and administrative support to our grant program, thereby furthering our mission to support impact litigation working to achieve social, economic, racial, and environmental justice.

The Opportunity

In this position, you will support nonprofits, grassroots organizations, and litigators fighting for social, economic, racial, and environmental justice who apply for funding through our grant program. You will also provide administrative support to our Grant Advisory Committee, a panel of nationally renowned experts who evaluate the cases we fund, and coordinate the quarterly grantmaking meetings. The Grant Program Associate is supervised by the Grant Program Director.

Who We Are

The Impact Fund is a nationwide, nonprofit, non-partisan organization dedicated to supporting impact litigation that works to achieve social, economic, racial, and environmental justice. We believe that communities should be able to come together to use the courts to protect their health, families, and environment. To that end, we provide strategic leadership and support for class and impact litigation to further economic, environmental, racial, and social justice. Founded nearly 30 years ago as a grantmaking organization, our programs have broadened to include litigation and training as well as grantmaking.

Duties & Responsibilities

- Support applicants and grantees as they navigate the inquiry, registration, and application processes
- Conduct due diligence on the lawsuits being considered for funding
- Assist in analysis of letters of inquiry and recommendations regarding next steps
- Facilitate efficient grant processing and grant payments
- Assist Grant Program Director in grants portfolio management and monitoring, including reviewing grantee reports
- Maintain current, detailed, and complete records for all grant requests
- Schedule and help facilitate quarterly meetings of the Grant Policy Committee of the Board of Directors and the Grant Advisory Committee

- Work with grantees to facilitate content creation for social justice blog
- Create content for the annual report, website, and other program materials
- Represent the Impact Fund at forums, conferences, and meetings
- Assist Grant Program Director with program research and planning

Qualifications

- Demonstrated strong project and time management skills and ability to set and meet deadlines, including demonstrated capacity to manage and prioritize competing projects
- High level of organization, attention to detail, and follow-through
- Excellent oral and written communication skills, including strong writing skills
- Ability to work both independently and collaboratively as a team member
- Demonstrated experience in building and maintaining relationships with people from a variety of backgrounds
- Proficient in Office software, including Word and Excel, as well as a willingness to learn other technologies as needed
- An interest in social, economic, racial, and environmental justice
- Knowledge of or interest in learning about legal advocacy and impact litigation
- Knowledge of or interest in learning about social justice and equity-based philanthropy
- College degree or equivalent experience
- Experience with grantmaking and grant management software a plus

Compensation and Location

- Competitive salary is commensurate with experience. Starting salary range for this position is \$45,000 to \$50,000.
- Benefits include 2 weeks paid vacation in the first year of employment, 3 weeks in the second year, and the potential to increase with time, in addition to 12 office holidays; 10 days of paid sick leave per year; medical, vision, and dental insurance for staff members, with a portion paid for dependents and spouse; long-term disability and life insurance; public transportation assistance; parental leave; SEP-IRA contribution in third year of employment
- Remote work to start, with eventual return to work in a quiet and supportive office environment; office located in the heart of downtown Berkeley, two blocks from the UC Berkeley campus and steps from the Downtown Berkeley BART station

How to Apply

Submit the following in PDF format to grants@impactfund.org: 1) cover letter explaining why you are interested in this position and the ways in which you satisfy the qualifications specified above and 2) resume. Applications will be considered on a rolling basis. Priority deadline is April 20, 2021.

The Impact Fund is an equal opportunity employer and strongly encourages applicants from diverse backgrounds to apply.