



Bread & Roses Community Fund Seeks Director of Grantmaking

Do you want to help grassroots community groups get the funding they need to create real change in the Philadelphia region? Are you known for inspiring and motivating volunteers? Are you a strong facilitator who loves working with groups? Are you a strong project manager with impeccable attention to detail?

Bread & Roses Community Fund is the leading funder of grassroots organizing for racial, social, and economic justice in the Philadelphia area. We bring together a community of donors, community organizers, and other allies of movements for change around a shared goal of radically transforming individuals and society. Every year, we raise from our community every dollar that we give out in grants, and community members decides where those grants go.

The Director of Grantmaking leads and oversees grantmaking for all of our core funds (e.g., Racial & Economic Justice Fund, Future Fund, Gender Justice Organizing Fund, Phoebus Criminal Justice Initiative), special issue funds (e.g., Black-led, Black-centered Organizing Fund, Immigration Justice Fund, Media Justice Fund), and pooled funds through partnerships with other funders. The Director of Grantmaking will oversee all aspects of grantmaking programs, including recruitment, training, and management of volunteer community-led grantmaking committees; solicitation, review of proposals, and management of decision-making processes; outreach and support to potential grantees and scholars; all related documentation and reporting. This position reports to the Executive Director.

Key Responsibilities

1. Lead community grantmaking processes

- Recruit community members to specific grantmaking committees (all grantmaking decisions are made by grantmaking committees, not staff)
- Design curriculum and lead trainings to support grantmaking committee members in making grant decisions
- Lead community members through the entire grantmaking process
- Facilitate meetings and decision-making processes
- Lead process for designing new funds, including identifying eligibility criteria and designing request for proposals (RFPs) and application process
- Coordinate program activities, as needed, with the Giving Project activities

2. Build and maintain relationships with grantees

- Build and maintain relationships with Bread & Roses grantees
- Support grantees through the application process
- Provide informal technical assistance
- Organize grantee site visits (virtual and in-person when appropriate), designed specially to build relationships with and learn how Bread & Roses can best support the grantee

3. Lead all aspects of grants administration and database maintenance

- Draft communications related to programs, including newsletter articles, email announcements, grant proposals, white papers, reports, requests for proposals, and other items as needed
- Lead, design, and implement database systems
- Process grant applications and manage screening process
- Assist in development and management of all program budgets in grantmaking
- Maintain grant record in compliance with federal law

4. Serve as an overall leader of our community grantmaking work

- Stay up to date on community grantmaking best practices
- Partner with Bread & Roses Giving Project staff to coordinate and develop best practices
- Develop and implement new initiatives and partnerships to maintain and grow our grantmaking programs
- Develop and maintain close working relationships with the philanthropic community, individual donors, and community partners
- Maintain relevant community profile through active membership in Philanthropy Network Greater Philadelphia, Emerging Practitioners in Philanthropy, serving on committees, and attending community events
- Provide management and supervision for staff, volunteers, and interns. Cultivate and maintain relationships with educational institutions and community groups who provide interns

Required skills and experience

Organizer orientation: Demonstrated ability to authentically build relationships, trust, and credibility with community members and across race and class. Willing to be vulnerable. Genuine curiosity about others. Ability to motivate others to take action.

Effective project management skills: Demonstrated ability to successfully execute complex projects, including setting goals and developing a realistic work plan. Move people to action and hold them accountable without formal authority. Highly organized and strong attention to detail.

Effective facilitator: Demonstrated ability to design and lead meetings that engage a multi-racial, cross-class group of participants; effectively lean into and resolve disagreement and conflict; and support the group in consensus-driven decision-making.

Strong problem solver: Proactively develop solutions to challenges.

Mission alignment: Shares our vision of liberation for all people and our theory for change of movements as the key strategy to get us there.

Spanish fluency and grantmaking, fundraising, and supervision experience are a plus but not required.

This is a full-time position based in Philadelphia. Occasional evenings and weekends are required. We are currently working remotely but we do plan to return to the office so candidates should be based in the Philadelphia region or willing to relocate.

Compensation

Salary range is \$60,000 to \$70,000 based on experience; benefits package includes generous paid time off, 100% employer-paid health, dental, and vision coverage, STD, LTD and life insurance, FSA for health and childcare expenses, 401(k) with 5% employer match after the first year, and more.

How to Apply

We strongly encourage Black people, indigenous people, people of color, women, LGBTQ people, elderly people, and people with disabilities to apply.

Email resume and cover letter as one pdf to jobs@breadrosesfund.org. No phone calls, please. The deadline to apply is Friday, June 4. We appreciate all applicants, but we can only respond to those best qualified for the position.