

Bread & Roses Community Fund Seeks Program Coordinator

Do you enjoy supporting movement organizers, find joy in a well-organized spreadsheet, and thrive in a collaborative work environment?

Bread & Roses Community Fund is a social justice fund and the Philadelphia region's leading funder of grassroots organizing for racial, social, and economic justice. Our slogan is, "change, not charity," and our goal is radical transformation of individuals and society. Since 1977, we have been connecting donors and organizers to move money to grassroots organizing for real change. We also provide training to movements for change, and work to build community across differences of race and class. Each year we raise every dollar that we give out in grants, and community members decide where that money goes.

The program coordinator supports Bread and Roses Community Funds' community-led grantmaking processes and grantee capacity building practices. The program coordinator shares grantmaking coordination responsibilities for Bread & Roses Community Fund's grants, including core funds, yearly special issue funds, a scholarship, and donor-advised funds with the programs associate. This position reports to the director of grantmaking.

Key Responsibilities

- Collaborate with the director of grantmaking to support community-led grantmaking
 - Manage coordination and scheduling with community grantmaking committee (CGC) members and applicants invited to interview
 - Assist with developing CGC curricula and agendas
 - Prepare grant application materials for review by CGC members
 - Provide in-meeting support to CGC and director of grantmaking
 - Act as secondary facilitator for group processes
- Collaborate with program associate on grants administration
 - Assist with soliciting grant applications
 - Create, distribute, and collect grant agreements
 - Schedule site visits or other relational touch points with grantees
 - Support grantee reporting and maintaining grantee files
- Support grantee capacity building
 - Collaborate with grants team and grantees to create and implement strategies for grantee capacity building
 - Manage scheduling and communications with participants
- Manage up and across as necessary to meet goals and objectives and ensure timely completion of tasks
- Other duties as assigned

Required skills and experience

- **Experience managing a high volume of work with efficiency:** Able to juggle competing demands and prioritize without sacrificing quality. Can plan backwards, anticipate obstacles, identify and involve stakeholders appropriately, and use resources wisely.
- **Clear written and verbal communication:** Communicate well with others, including sharing context and asking questions to understand others' perspectives.
- **Attention to detail:** Notice and fix errors that others might overlook.
- **Attentive, empathetic relationship builder:** Enthusiasm for meeting and engaging with people. Able to put people at ease, especially across lines of difference and power.
- **Self-awareness and emotional intelligence:** Demonstrated awareness of growing edges in relation to one's identities – and those of others – in situations, decisions, and processes. Ability to hear, reflect, act on, and learn from feedback.
- **Mission alignment:** Shares our vision of liberation for all people and our theory of change that movements are the key strategy to get us there.
- **Flexible availability:** Willingness to work occasional evenings and weekends.

Spanish fluency and facilitation experience are desired but not required.

Location

This is a full-time position based in Philadelphia. Our programs are still operating remotely, but this position requires frequent work in the office. We have strict COVID-19 safety protocols in place, and we revisit and update them in accordance with city, state, and federal guidelines.

Compensation

The salary is \$45,000; 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, an employer paid health and wellness fund, student loan repayment assistance, 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, trans/non-binary people, LGBTQ people, elderly people, formerly incarcerated people, and people with disabilities to apply.

Email resume and cover letter as one pdf to jobs@breadrosesfund.org with "program coordinator" in the subject line. No phone calls, please. The deadline to apply is February 4, 2022. We appreciate all applicants, but we can only respond to those best qualified for the position.