

Bread & Roses Community Fund Seeks Climate Justice Fund Senior Coordinator

Do you enjoy supporting movement organizers, managing a well-curated to-do list, and collaborating with coworkers?

About Us

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 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.

About the Climate Justice Fund

Climate change is already impacting our daily lives, disrupting our food, health, safety, housing, and education systems among others. Climate injustices, ranging from extreme heat and storms to supply chain disruptions to lack of access to clean water, are born disproportionately by people of color, poor and working-class people, people with disabilities, women, and LGBTQIA+ people. Local organizer, activist, and politician Nikil Saval explains, "Our housing crisis and our climate crisis are inextricable. The fight for affordable utilities, the fight for safe communities, the fight for housing security, and the fight for equity and justice are all the same fight."

Given how interconnected climate change is with so many other issues—and how little has been gained historically by isolating "environmental" issues in their own silo—this new fund will provide resources to groups organizing to advance climate justice in many forms. Like all our grant funds at Bread & Roses, community members will drive the design of the fund and distribution of the grants, and the fund will focus on issues prioritized by communities suffering most acutely from the climate crisis and the policies and practices causing it.

About the Position

The climate justice fund senior coordinator supports Bread & Roses Community Fund's climate justice fund, which will be designed in 2023 and begin grantmaking in 2024. This position reports to the director of grantmaking.

Key Responsibilities

- Facilitate community-driven design of climate justice fund
 - Support director of grantmaking in hosting listening sessions with community

- members
 - Communicate listening session outcomes to Community Advisory Committee (CAC)
 - Co-facilitate with director of grantmaking CAC sessions to establish fund criteria, award amounts, and application questions for the climate justice fund
 - Package fund design for Bread & Roses Board of Directors approval
- Manage community-led grantmaking
 - In collaboration with director of grantmaking, manage recruitment, coordination, and scheduling for Community Grantmaking Committee (CGC)
 - Coordinate applicant interviews with CGC members
 - Prepare grant application materials for review by CGC members
 - Assist with drafting CGC recommendations to Board of Directors
- Administer climate justice fund
 - Assist with soliciting grant applications
 - Create, distribute, and collect grant agreements
 - Support grantee reporting and maintaining grantee files
 - Participate in team-wide responsibilities including application eligibility screening processes and maintenance of grants administration systems
 - Coordinate evaluation, reflection, and reporting to funders
 - Track grantee needs and facilitate identification of potential solutions
- Build and manage relationships
 - Regularly convene climate justice fund grantees and manage outside facilitation
 - Maintain knowledge of grantee work and forge substantive connections
 - Respond to inquiries about Bread & Roses funding opportunities
 - Schedule director of grantmaking site visits or other grantee touch points
 - Support communication of group's work with staff, public, and funders
- Share learnings with Bread & Roses staff and board members
- Support organization-wide fundraising efforts including making fundraising and stewardship calls to Bread & Roses donors and documenting communication in Bread & Roses' donor database
- Along with other staff members, ensure the office is welcoming, safe, and clean
- Other duties as assigned

Required Skills and Experience

- **Experience managing a high volume of work with efficiency:** Asks for help

and clarification when needed. Can manage a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to meet deadlines. Follows through on commitments.

- **Project management:** Demonstrated ability to clearly define roles, break a project into smaller component pieces, create a timeline, and track progress.
- **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.
- **Clear written and verbal communication:** Communicates well with others, including sharing context and asking questions to understand others' perspectives. Responds to people in a timely manner. Takes pride in providing clear, helpful information.
- **Attention to detail:** Notices and fixes errors that others might overlook.
- **Self-awareness and emotional intelligence:** Ability to hear, reflect, act on, and learn from feedback and willingness to give feedback to others.
- **Attentive, empathetic relationship builder:** Enthusiasm for meeting and engaging with people. Able to put people at ease, especially across lines of difference and power.
- **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.

A minimum of seven years of work experience and familiarity with grantmaking software is desired.

Bread & Roses Community Fund requires all employees to be up to date with their COVID-19 vaccinations, including booster vaccinations if eligible.

Location & Hours



This is a full-time, in-person position based in our Philadelphia office, with potential for hybrid work as team needs allow. Our regular hours are Monday to Friday, 9:00 am to 5:00 pm, and this position requires working occasional evenings and weekends. We have COVID-19 safety protocols in place, and we revisit and update them in accordance with city, state, and federal guidelines.

Compensation

The salary is \$65,000; benefits package includes paid time off, 100% employer-paid health, dental, and vision coverage, short-term disability, long-term disability, life insurance, FSA for health and childcare expenses, an employer-paid health and wellness fund, student loan repayment assistance, 401(k) with an employer match, and more. This position is supported by a grant from The William Penn Foundation through December 2027.

How to Apply

We strongly encourage Black people, indigenous people, people of color, women, trans people, 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 "climate justice fund senior coordinator" in the subject line. No phone calls, please. The deadline to apply is March 24, 2023. We appreciate all applicants, but we can only respond to those best qualified for the position.