**About Groundwork Project:**

Founded in 2021, [Groundwork Project](#) is a 501(c)4 organization that invests in community organizers working year-round in places traditionally under-resourced, excluded and ignored. With a focus on the Deep South, the Plains and Appalachia, we support local community organizers in places where the fight isn’t over one candidate or one election — but over the future of civil rights, justice, and democracy itself.

We show up where other progressive funders don’t and invest in building the sustainable civic and political infrastructure that is required to take on some of the most daunting conservative threats of our time. Through hyperlocal grantmaking, infrastructure investments, and narrative change, Groundwork aims to support organizers building power for disenfranchised communities.

Over less than two full years in operation, Groundwork has committed over $2.5 million directly to local organizers in its existing focus states (AL, MS, OK + WV), with plans to expand its state portfolio and investment strategy in the years to come.

**Position Overview:**

Groundwork seeks to add a **Program Officer** to its small team to oversee the management and ongoing development of its core grant programs, as well as to lead proactive outreach efforts to expand Groundwork’s state-based networks and deepen relationships across our regions of focus. This person will serve as a key external contact for Groundwork with movement partners, prospective and current grantees, local leaders and other stakeholders, often acting as the first introduction to our organization and its mission. In addition, they will act as a core member of the team tasked with developing Groundwork’s strategic plans, program development, and overall growth in the years ahead. This position requires occasional travel (~every few months) to Groundwork’s focus states.
Responsibilities & Job Description:

- **PROGRAM MANAGEMENT:** Oversee management, development and execution of Groundwork's flagship Organizer Grant Program and complimentary Groundwork Mini-Grant Fund; lead team through application, interview, deliberation, selection + onboarding process; manage ongoing logistics of program, from applicant tracking to grant distribution to grant cycle calendar.

- **GRANTEE SUPPORT:** Support National Organizing + Programming Advisor on management of, and communication to, our growing grantee community; act as additional point of contact for grantees as needed; work with National Organizing + Programming Advisor to develop and manage trainings, partnerships and other wraparound support offerings for grantee community.

- **EXTERNAL OUTREACH:** Act as key external contact for organizers, organizations, local leaders, prospective grantees and other stakeholders in our focus states; lead proactive outreach efforts to expand our state-based networks, source new and promising prospective grantees, and deepen relationships with movement partners across our regions of focus; oversee internal tracking + management systems for relationship cultivation across the organization.

- **STRATEGY & GROWTH:** Under guidance of Executive Director and in collaboration with other key team members, contribute to organization's strategic plans, program development and overall growth strategy for years ahead.

The ideal candidate will:

- Have at least three years experience in – and a real passion for – community organizing, progressive funding/grantmaking, and/or movement work. Groundwork considers a wide range of experiences beyond paid, full-time work, and welcomes applications from individuals with non-traditional paths;
- Be responsive, reliable and deeply trustworthy, with phenomenal people and relationship cultivation skills;
- Have a demonstrated commitment to social justice, equity, and building power within disenfranchised communities
- Show incredible attention to detail, and the energy and initiative to bring work from the idea to execution phase.
- Be self-motivated and able to balance collaboration with independence, which are both key ingredients of our small, remote, and tight-knit team.

Valued but Non-Essential Experience:

- Direct experience as an organizer, whether community-based, electoral or otherwise
- Lived, professional or other experience in our states and/or regions of focus
- Prior experience with online tools such as VAN, GSuite, ZOOM, Adobe, Canva, AirTable
**Hours and Pay:**

This is a full-time, salaried role. The salary for this role is $75,000/year. Groundwork offers generous benefits, including health care, retirement & unlimited PTO. We are a people-first, family-friendly organization that seeks to support our employees in every aspect of their lives.

**Groundwork Team Values & Culture:**

At Groundwork, we value the following attributes in all members of our team:

- **A “measure twice, cut once” mentality:** We like to do things slowly, thoughtfully and with great care. We take our time with projects, iterate, and ask lots of tough questions of ourselves along the way. With a small team, we heavily rely on each other’s work product so it’s important to us to keep an eye on the details, always.

- **A love for community organizing, local politics and movement building:** A real passion for why we do this work makes the (occasional) hard days easier. And personal experience with organizing gives you a critical connection point with the people at the center of our organization’s mission.

- **Integrity:** At Groundwork, trust is our currency. We invest deeply in building authentic relationships with organizers and leaders on the ground. We keep our word, follow through, and show up – for our partners and each other.

- **Initiative, flexibility & effort:** We’re a small, remote team. It takes effort on the part of all to stay connected, collaborative and communicative. We value team members who can stay focused and engaged despite the lack of a traditional office structure. We’re also a brand new organization building a plane as it flies, so team members need to be comfortable with constant evolution.

**Application Process:**

To apply, email emily@groundworkproject.com with the subject line “Groundwork Program Officer.” Please attach a brief cover letter describing your interest and qualifications for the position, along with a resume. Applicants who are being considered for the position will be contacted to schedule an interview.

Individuals who are Black, Indigenous, people of color, queer, trans, non-binary, disabled, immigrants, or have been impacted by the criminal legal system are encouraged to apply.

Groundwork Project is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity, physical disability, or any other legally protected basis.

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