

EMERGENT FUND

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The Emergent Fund was established immediately after the 2016 election to help move quick resources with no strings attached to communities that were and continue to be under attack by federal policies and priorities – immigrants, women, Muslim and Arab American communities, Black people, Indigenous communities, LGBTQ communities, and all people of color. The Fund focuses on grassroots organizing and power building in communities of color who are facing injustice based on racial, ethnic, religious and other forms of discrimination. We provide resources to defend against the ongoing crisis, and to develop innovative strategies to transform our country.

Emergent Fund's role in the philanthropic ecosystem is to move resources quickly to support communities on the frontlines. Since the onset of the COVID-19 crisis, Emergent Fund has received more than 300 requests for funding. As we watch our communities suffer under the continued weight of police and state violence, Emergent Fund and our grantees know all too well during this dual pandemic of state racialized violence and public health crisis: our systems are failing us because they were never designed to protect us, especially those of us at the margins. Additionally, in response to this moment, Emergent Fund is in communication with organizers on the ground in Minneapolis, Louisville, St. Louis, Tallahassee and DC to support their work, while continuing to support the important COVID-19 response work happening across the country.

Our priority is funding the movement-building that will ensure we come out on the other side of this crisis closer to justice — we will not go back. We're seeing people freed from jail and detention, and we're expanding conversations about healing and disability justice; affordable childcare; universal sick leave; healthcare for all; living wages for childcare workers; eviction, utility and foreclosure moratoriums; universal emergency shelter; increased resources to Indian Health Services; extensions and expansion of census data collection; and voter protections. Our focus is funding grantees whose organizing will hold and expand these wins for the long term and lead us toward a powerful vision of what comes next.

Emergent Fund is seeking a Grants Manager Consultant on a temporary (but flexible about timing) full-time basis to provide immediate assistance with our rapid-response grantmaking.

IMMEDIATE POSITION: Grants Manager Consultant (Temporary, Full-time [time TBD])

Start Date: As soon as possible

Term: 1 year contract with option to renew

Consultant Compensation: 85 - 95K FT

Location: remote, US-based

Application materials due by July 24th

The selected candidate will serve as a frontline manager of a rapid-response grantmaking process that is centered on communities most impacted by the current political climate. The candidate will bring deep experience working and organizing within communities most impacted by harmful policies. We are seeking someone to act as a compassionate and responsive ally who can provide thoughtful application assistance to potential grantees, act as a liaison between applicants and the Emergent Fund director and Advisory Council, and provide general operations assistance.

Emergent Fund is utilizing our flexible grant-making process to support the work of current and prospective grantees as they meet the needs of their communities to address the myriad of needs related to COVID-19 and the powerful uprisings happening across the country. As such, our Grants Manager will be called upon to support the grant proposal process by ensuring a direct, quick, and smooth process for potential grantees.

Key Responsibilities

- Provide frontline responsibility for grants application and management
- Correspond with applicants regarding requirements and deadlines and answer questions about the application/grantmaking process (via email, video and phone)
- Provide feedback to potential grantees about applications
- Manage grantmaking cycles, including preparing materials for the Advisory Council and tracking decisions each grantmaking cycle
- Manage grant application materials and submit decisions to the grants management system
- Field questions about the grantmaking process and compliance needs from the fiscal sponsor and grantee partners
- Prepare reports on grantmaking activity as requested
- Collaborating on the creation of systems to help support the grant proposal/grantmaking process
- Research new potential grantees based on Emergent Fund values
- Stay connected to best and emerging practices in philanthropy
- Perform other duties and responsibilities as requested

Required Skills & Qualifications

- Minimum 5 years of experience (including volunteer and lived experience) in community organizing/movement building and/or within the nonprofit/philanthropy sector
- Demonstrated commitment to social justice values and an ongoing commitment to continued learning about race, gender, sexuality, disability, and belonging
- Deep experience organizing and working in BIPOC, queer/trans, and/or disabled communities
- Demonstrated ability to maintain the highest standards of confidentiality and care in working with grantee partners and Advisory Council members
- Demonstrated ability to listen actively and with care to applicants during this difficult time
- Demonstrated ability to embrace the spirit of mutual aid
- Experience of and sensitivity to working with grassroots organizing efforts to navigate the institutional landscape of private funding, especially by those traditionally blocked from opportunity (queer and trans Black and Indigenous people, Black and Indigenous folks, people of color, and those with disabilities)
- Excellent written and verbal communication skills, with the ability to relate effectively to potential grantees, staff, Advisory Council members, and partner organizations
- Strong computer skills, including proficient use of Microsoft Office Suite, Google Suite, and experience with database and internet applications
- Exceptional attention to detail and organizational skills
- Demonstrated passion for administration and organization with excellent attention to detail
- Strong research and problem-solving skills

Preferred Skills & Qualifications:

- Proficiency in a language other than English
- Experience in a foundation, giving circle or grantmaking institution
- Experience writing grant reports

The Emergent Fund is a small team, with one full-time staff member, staff support from the Women Donors Network and an engaged Advisory Council. The Advisory Council centers the expertise of the communities that the Fund was created to serve. The Emergent Fund centers the expertise of the communities that the Fund was created to serve, in both the decision-making process and the distribution of funding. This is a core value of our funding model and at the heart of why we do this work. ***We strongly encourage Black and Indigenous people, people of color, LGBTQIA folks, persons with disabilities and***

folks who live at the intersection of many of these identities to apply. We actively cultivate an inclusive co-working environment that mirrors the transformative shifts we want to see in the world.

Application Process

To apply for the grants management consultant position, please send a brief cover letter and resume to info@emergentfund.net. Please put “Grants Manager” in the subject line. Due to the expected volume of interest, only candidates considered will be contacted.