



## **Grantmaking & Program Manager Liberated Paths: Youth Access to Nature Fund (YAN)**

Are you passionate about shifting resources to communities of color who are working at the intersection of racial and social justice and the environment? Are you excited about joining a bold, women of color-led, innovative organization with a dynamic team that is deeply committed to its mission? If so, the Grantmaking & Program Manager position leading our Liberated Paths: Youth Access to Nature fund may be for you. Justice Outside advances racial justice and equity in the outdoor and environmental movement. We shift resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it.

The Youth Access to Nature Fund aims to ensure youth of color living in the Bay Area have access to meaningful experiences in nature to support their growth as leaders and students, and to improve their mental and physical health. As of January 1, 2022, the Youth Access to Nature Fund is a portfolio within Justice Outside's larger Liberated Paths Grantmaking program. The Youth Access to Nature fund provides multi-year grants to Black, Indigenous, and People of Color-led organizations who are working to increase access to the outdoors for the young people within the nine counties of the Bay Area. In addition to grantmaking, we offer grantees capacity building opportunities that include networking with like minded organizations, training and workshops, affinity spaces, and intentional coaching. YAN has a current portfolio of 24 organizations, and will be accepting applications for the 2022 grant period in March.

To that end, we are looking for a Grantmaking & Program Manager with deep roots in the Bay Area to support the continued health and growth of the YAN Fund and highlight the importance of this program to our broader community. Our ideal candidate is someone who is committed to giving priority to the voices, experiences, and perspectives of communities of color, and to strengthening the overall outdoor and environmental movement by ensuring that the "green table" does not continue to exclude the narratives and contributions of communities of color. This position will collaborate with the Justice Outside grantmaking team and the development team; and report directly to the Director of Grantmaking.

### **CORE RESPONSIBILITIES**

#### **Relationship Building (40% of time)**

- Work with key partners to establish new relationships with potential grantees, funders, and supporters in the greater Bay Area of California
- Participate in regionally specific events with the key outcome to build relationships
- Build rapport with grantees and funding partners through site visits and hosting regular intentional community building and networking opportunities
- Coordinate regular check-in with grantees to best understand needs, successes, and opportunities for Justice Outside to continue to support their work



- Serve as a resource to Justice Outside staff, board members, potential and current grantees, on matters related to the continued evolution of racial justice within philanthropy and the outdoors
- Support highlighting the grantees, the communities they are engaging, and the impact they are having through the creation, curation and maintenance of content (text and visuals) on our website and various social media and online platforms

### **Donor Relations & Development Efforts (20% of time)**

- Network and build relationships with philanthropic organizations prioritizing greater social justice in the greater Bay Area
- Contribute to the development of proposals, donor briefing reports, and partnerships for the continued health and growth of the Youth Access to Nature Fund (YAN)
- Actively participate in raising funds to support the program and provide necessary information for all grant-related reports, in collaboration with the Director of Donor Engagement
- Participate in activities intended to build the knowledge and capacity of funding partners, with regards to social justice, racial justice, and racialized outdoor experiences
- Find and participate in opportunities to further substantiate the importance of outdoor experiences into the larger social justice narrative

### **Programs (40% of time)**

#### **Programming**

- Support the development, implementation, and logistics of the capacity-building series, grantee affinity groups and networking
- Support in the creation of evaluation tools for capacity-building activities
- Maintain a database of external facilitators and resources to support program delivery

#### **Grants Management / Systems Creation**

- Contribute to the continued evolution of the grantmaking processes and systems for the program
- Maintain and update grantee databases and files
- Collect information and create milestone reports based on check-ins with grantees
- Support the grantmaking process, from editing Letter of Intent (LOI) guidelines and criteria, to reading and evaluating LOIs, to coordinating and culminating grant payments
- Coordinate webinars to address grant seekers' questions in advance of the LOI deadline
- Maintain regular communication with grantee partners about applications, grant awards, and grant reports

### **Qualifications & Requirements**

- Deep roots with a connection to the Bay Area (California), with strong preference given to candidates currently residing in the Bay Area
- Commitment to and familiarity with the need to build racial equity within the outdoor and environmental movement
- 2-4 years of experience managing multiple aspects of a program or programs



- Experience building authentic relationships with funders and donors
- Excellent verbal communication and listening skills in English (Spanish and/or Chinese a plus)
- Exceptional project management skills and experience managing multiple projects simultaneously and meeting deadlines
- Self-starter and able to work independently and remotely
- Ability to effectively communicate the values and expectations of Justice Outside
- High attention to detail and experience using office management tools to stay organized
- Ability to take and give direction and feedback on a variety of topics including the outdoor/environmental justice/environmental sector, philanthropy, and racial justice
- Ability to adapt readily in a rapidly growing organization with multiple demands

### **Work Location/Environment**

- This position is a full-time, salaried position with responsibilities in the Greater Bay Area of California.
- Due to Covid-19, employees are currently working in a hybrid work environment that supports both remote and in-person. When working remotely, employees must maintain phone and internet services to be able to complete work as required.
- Moderate noise associated with an open office work environment
- Expected 20% travel within the nine county Bay Area region of California

### **Disclaimer**

The above job description is not intended to be an all-inclusive list of duties and responsibilities of the position. The Grant Making and Program Manager may be assigned additional duties in support of grant making.

### **Compensation and Benefits**

Annual Salary Range: \$60,000 - \$65,000

Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and financial support for individual professional development activities. Successful candidates also have the opportunity to join an employer-sponsored retirement plan.

This position offers an exciting opportunity for an individual to bring creativity and innovation to a growing program. If you are that individual, please submit your application. Justice Outside is committed to supporting a thriving team and offers opportunities for professional growth.

### **How To Apply**

Interested candidates are invited to submit a resume and an intentional cover letter that speaks to your program/project management skills and your commitment to racial justice via email to: Rena Payan, Director of Grantmaking at [rena@justiceoutside.org](mailto:rena@justiceoutside.org) with the Subject: Grant Making and Program Manager - YAN

Justice Outside is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.