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, this position 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.

To build a more just and sustainable outdoor and environmental movement, the Liberated Paths Grantmaking Program supports outdoor initiatives and organizations that cultivate and celebrate the contributions of Black, Indigenous, and Communities of Color. In addition to grantmaking, we offer grantees capacity building opportunities that include networking with like-minded organizations, training sessions and affinity spaces.

We are currently seeking a full-time Grantmaking & Program Manager to lead our Liberated Paths grantmaking program as we prepare to distribute federal funding for the first time. This funding is specific to urban forestry work so our ideal candidate should be familiar with the broad landscape of community-led urban forestry. Additionally, a strong candidate must have demonstrable experience with federal government funding protocol and is committed to supporting the continued health of the Liberated Paths grantmaking protocol. This position will collaborate with the Justice Outside Liberated Paths’ Grantmaking Team, the Development team, the Operations team; and report directly to the Director of Grantmaking.

**CORE RESPONSIBILITIES**

**Programs (70% of time)**

**Grants Management / Systems Creation**
- Execute and manage federal funding protocol/duties such as meetings with government staff for progress updates and feedback collection, submitting invoices/quarterly reports and collecting subgrantee reports/invoices
- Contribute to the continued evolution of the grantmaking processes and systems for the program with a focus on emerging federal funding requirements
- 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
- Maintain and update grantee databases and files
- 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

**Grantee Capacity Building Support**
• 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

**Relationship Building (30% of time)**
• Work with key partners to establish new relationships with potential grantees, funders, and supporters across all Liberated Paths regions
• Work with key federal government project staff as we undergo federal funding for the first time
• Participate in subject matter specific events (urban forestry) 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

**Qualifications & Requirements**
• 2-3 years of experience with federal government procedures such as drafting grant agreements, submitting invoices/quarterly reports, collecting subgrantee reports/invoices and maintaining relations with government staff
• Familiarity with the landscape of community-led urban forestry work across the Liberated Paths program’s current regions, specifically the Delaware River Watershed, the Great Lakes, the Southwest, North/South Carolina and the Pacific Northwest
• 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 grantmaking program or programs
• Experience building authentic relationships with members of the community
Excellent verbal communication and listening skills in English (Spanish, Chinese or another language ideal)

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 is a full-time salaried exempt position, with responsibilities across the program’s regions, specifically the Delaware River Watershed, the Great Lakes, the Southwest, North/South Carolina and the Pacific Northwest.

- **This position is fully remote, but the candidate must reside in the United States as it requires travel throughout the country.**

- Our Central Offices are located in downtown Oakland, CA.

- Employees are working in a hybrid work environment that supports both remote and in-person work. When working remotely, employees must maintain phone and high-speed internet services to be able to complete work as required.

- Expected 30% out-of-home region travel across the Delaware River Watershed, the Great Lakes, the Southwest, North/South Carolina and the Pacific Northwest regions and attend in-person staff engagements quarterly

**Disclaimer**

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

**Compensation and Benefits**

Annual Salary Range: $65,000 - $70,000

Benefits include: generous vacation, paid health and dental premiums and a supportive team culture. 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 federal government funding experience and program/project management skills in addition to your commitment to racial justice via email to: Toya Johnson at hrdeptgrants@justiceoutside.org with the Subject: Grantmaking and Program Manager - Federal Grants

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.