



**Job Title:** Coordinator - Donor Advised and Pooled Funds

**Workband:** S

**Location:** Remote/Global with preferences for candidates in EST, CST, MST, PST, GMT, or CET

**Team:** Coordinator - Donor Advised and Pooled Fund Partnerships is a member of the Operations team, and in the present accountability structures is line managed by the Director of Operations while building and working in more self-organized and collaborative ways.

### **About Global Greengrants Fund**

Global Greengrants Fund is a leading funder of the world's grassroots environmental and climate justice movements. Since 1993, we have been growing our networks of activists, experts, donors, and leaders to provide these movements with the resources they need to work toward a healthy and just future.

Global Greengrants uses a variety of participatory grantmaking models to provide funding and other forms of support to grassroots groups around the world. We work with over 200 grantmaking advisors worldwide, all of whom are experts and activists, connected with the grassroots movements, issues, and challenges in the regions where they work. These advisors make grantmaking decisions as members of our organization's regional and thematic advisory boards, of local funds that grew organically out of advisory boards in the regions where we work, and of other organizations that share our mission and values. We strive, however, for our grantmaking to be a relationship rather than a unidirectional flow of resources. Relationships built on trust and shared learning are essential to the success of our grantmaking. Our advisors help the organizations they fund with mentoring and connections to larger movements and other institutions. By bringing back ideas and knowledge from grantees, advisors also help their colleagues and broader movements to work out new solutions to the problems that confront them.

### **Summary of Position:**

The Coordinator provides holistic administrative and operational support to our Donor Advised Funds and Pooled Funds, working closely with other staff, especially in programs, grants, finance, and operations. They will be responsible for maintaining a smooth flow of information between internal teams at GGF, our external partners, and the tools we use to collaborate. The role includes administrative and relational support for pooled and donor-advised funds, including client request tracking, data entry and management, grants management, contract management, and documentation. The Coordinator works with DAF donors and pooled fund staff to determine their grantmaking program needs and coordinates across departments to ensure they are met in a timely and efficient manner. The position also serves as the primary point of contact

in Greengrants for DAF grantees regarding process, reporting, and renewal. The position contributes to the development of plans, processes, and analysis to strengthen the DAF and pooled fund programs and contributes to Greengrants' strategic vision for the growth and development of these programs. The Coordinator shall actively seek opportunities for programmatic collaboration between GGF and its fund partners to add value to the relationships. To this end, the Coordinator will form a support team from different departments to not only optimize the operational side of the relationship, but also to develop and maintain the strategic pieces of the collaborations.

## **Key Duties and Responsibilities**

### DAF and Pooled Funds Relationship and Operational Coordination

- Serve as a central point of contact and liaison between GGF and DAFs and Pooled Funds, acting as a trusted, credible, and consistently supportive partner to Fund directors, staff, volunteers, constituents, advisory board members, and more.
- Manage services, agreements, and program relationships with DAF donors and pooled funds.
- Contribute to shaping organizational strategy and direction as it relates to the future of DAF and pooled fund programs at Global Greengrants Fund in alignment with the Transformative Journey.
- Coordinate an internal cross-departmental team with members from Programs, External Relations, and Finance focused on ensuring both the strategic success of our partnerships as well as day-to-day operations for the pooled funds.
- Maintain responsive and supportive ongoing communication with all DAF and Pooled Funds stakeholders, answering questions and coordinating input from other staff and/or escalating issues internally within GGF as necessary.
- Support Development Relationship Managers with planning and relationship-building with relevant donors.
- Coordinate and manage additional philanthropic services and advising for DAF donors and pooled funds, including the preparation of dockets, issuing calls for proposals, vetting organizations, and incorporating the expertise of Greengrants' advisory network, allies, staff, and board of directors.
- Manage contracts for pooled fund staff and consultants.
- Foster a culture of continuous improvement by actively identifying and addressing challenges. This includes documenting problems and solutions, and when necessary, proposing adjustments to processes to ensure flexibility while remaining aligned with the values of the organizations involved.

### Grant Making and Reporting

- Ensure timely grant decisions, good quality grants, and consistency with donor's strategies and Greengrants' guidelines and mission.
- Work with the Grants Management team to ensure that DAF and pooled fund grantmaking processes are legally compliant, streamlined, accessible to grantees, and coordinated with Global Greengrants' Advisory Boards.

- Contribute to reporting for donors on the status and outcomes of their DAF grantmaking, including providing summaries of grantee reports.
- Review DAF grantee reports to ensure compliance with donor and Greengrants' requirements.
- Coordinate the financial reporting activities for the Pooled and DAF Funds including but not limited to the preparation, reconciliation, and reporting of monthly revenue and expense-related activities, as well as the tracking of pooled fund donor restrictions. Work closely with the GGF Finance Team and the applicable DAF and Pooled Funds staff.
- Coordinate reporting and proposal processes for pooled fund donors.
- Coordinate the budgeting process for Pooled and DAF Funds (where applicable); in particular, manage the creation, review, and approval of those budgets and ensure they are in alignment with GGF's budgeting timelines and general budgeting approach and framework. Collaborate with the GGF Programs, Grants, and Finance Teams accordingly.
- Review and approve all outgoing grants recommended by DAFs and pooled funds.

#### Communications and Learning

- Promote information exchange and strategic connections between DAF and pooled fund programs and Greengrants' advisor-led programs and network of independent funds to create opportunities for shared learning, resource mobilization, and collective impact.
- Assist DAF and pooled fund donors, as needed, in evaluating their grantmaking and communicating the outcomes of their DAF philanthropy externally.
- Facilitate, as needed, donor communication and site visits with grantees.
- Assist the Development and Communications teams in creating donor outreach and communications materials related to Greengrants' DAF program.
- Conduct periodic internal reviews of Greengrants' DAF grantmaking programs.
- In partnership with other staff, identify and implement new systems and technology as needed. Contribute to process documentation and improvement efforts.

#### **Position Specifications**

##### Essential Values and Competencies

- Commitment to the guiding principles, mission, and values of Global Greengrants Fund
- Commitment to a value-based intersectional framework and its implications for organizational practices and principles of anti-oppression
- Transparency and accountability
- Critical thinking and analysis

- Strategic risk management
- Build strong interpersonal relations from the role - across both organizations (up, down, across, and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities, and Experience:

- Significant relevant experience in similar roles in non-profit development, environmental justice, feminist, gender, human rights organizations, and/or funding organizations.
- Demonstrated experience in managing services, agreements, and program relationships.
- Demonstrated experience in grants management, ensuring timely grant decisions, good quality grants, and consistency with donor's strategies and Greengrants' guidelines and mission.
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate an operational plan with multiple projects, multiple deliverables, and deadlines; ability to plan, organize, and lead the implementation of plans and processes.
- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem solving, decision making, and critical thinking skills, displays good judgment.
- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning, and relationships.
- Strong financial management acumen; knowledge of accounting procedures and protocols, budgeting, and financial analysis.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Fluency in English; proficiency in other languages preferred.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging, and virtual team collaboration software such as Trello, Zoom, Slack Asana, and Raiser's Edge or other donor management systems).
- Ability to travel within the US and the rest of the world (approx. 8-10 weeks per year).

Desirable Knowledge, Skills, Abilities, and Experience

- Relevant lived experiences related to GGF's work and community.
- Experience working with comprehensive fiscal sponsorship and/or in community organizing or for a social justice movement organization.