

**Job Title:** Co-Directors of Philanthropy

**Workband:** E

**Location:** Remote/Global

**Team:** Co-Directors of Philanthropy are members of the External Relations team, and in the present accountability structures are line managed by the Vice President of External Relations 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.

### **Relationships that Shift Power**

Global Greengrants supports grassroots movements, working to energize their transformational work for environmental and climate justice. While the impacts of environmental degradation and climate change are vast and varied, ranging from drought to pollution, to the unjust displacement of communities, they share a common source in extractive systems that dominate our global economy and concentrate power over land and resources in a limited number of actors. Environmental justice movements strive to shift power over land and natural resources back to the people who rely on those resources for their homes and livelihoods so that communities can ensure their long-term health and survival. When power and decision making is managed equitably, people and ecosystems thrive. Likewise, climate justice movements center those most impacted by climate change as leaders in climate mitigation efforts, so that the climate solutions the world develops are equitable, inclusive, and meet the localized challenges faced by all communities. Grassroots environmental and climate justice movements are the forces that bring people together and build their collective power to do this work.

Global Greengrants Fund is in a period of transformational change. We have experienced tremendous growth over the past two years and are thoughtfully, yet rapidly, growing our

annual grantmaking, philanthropic advocacy, and global partnerships and collaborations to new levels. We are also on the path towards self-organizing and conducting a Strategic Journey to ensure our transformations remain in alignment with our values and address the climate and justice crises we face. We need a Co-Director of Philanthropy who understands the challenges and opportunities that come with these transformations and can remain flexible, steady, and adaptable while inspiring the team through change.

### **Co-Directors of Philanthropy**

The Co-Directors of Philanthropy have a deep understanding of and commitment to climate, environmental, and social justice grassroots movements and their importance in shifting how we exist in the world.

The Co-Directors of Philanthropy will ensure integration and cohesion in how they take up their work and responsibilities. It is envisioned that they will work towards a co-director model as part of the transformative journey. In December 2023, we completed the hire for a Co-Director of Philanthropy and have now launched the hire for the second Co-Director. While this job description outlines the complete scope of work envisioned for both roles, the final distribution of responsibilities will be determined after the selection process, based on organizational needs and demonstrated competencies, skills, and interests of the successful candidate.

### **Core responsibilities of the Directors of Philanthropy**

- Implement new philanthropic revenue strategies, reporting, and accountability to ensure we reach multi-year revenue goals, meet fundraising targets quarterly, and provide the Finance Committee of the Board of Trustees the revenue tracking and predications they require, overseeing fundraising operations towards a goal of +\$30M and evolve strategy as needed to meet annual revenue goals.
- Implement a new philanthropic strategy a values-aligned philanthropic strategy to build and sustain relationships with donors and partners across the organization's fundraising portfolio, including through individual giving, major gifts, institutional donors, community development, and other creative philanthropic means, and evolve strategy as needed to meet annual goals.
- Implement new strategies for inspirational donor engagement and learning to meet the growing annual budget needs and to ensure long-term commitments, building diverse, multi-year, reliable funding to support Global Greengrants' work and evolve strategy as needed to meet annual goals.
- Lead the philanthropic team in meeting their day-to-day needs to reach philanthropic goals and self-management in alignment with the organizational vision for self-organized collaboration.
- Share fundraising status, vision, and milestones with the organizations to nurture collective understanding.
- Develop and implement team strategies and ensure that the team has the tools and resources they need to thrive and meet annual revenue and relationship-building goals.
- Ensure collaboration and integration within and across the US Organization, the US Philanthropic team, and the UK organization. Work closely with the UK organization and

the US Philanthropic team to integrate collaborations in fundraising and exchange of information and other activities relevant to global philanthropic success.

- Ensure an integration of information and learning for the philanthropic team through working closely with relevant other functional areas.
- Be personally responsible for fundraising significant revenue (i.e. 7-8 figures gifts) per fiscal year and create timely reports that reflect own portfolio performance.
- Liaise with the VP of External Relations and Director of Communications to ensure all strategies of the External Relations Team move forward cohesively, with smooth and transparent communications and a culture of learning,
- Ensure partnership, visioning, and communication flows are holistic and not duplicative,
- Lead the transformation within own roles and responsibilities, as needed for the organization and the team, towards developing both a co-director model and more self-organized teams.
- Represent GGF and participate in donor meetings, conferences, Board meetings, and special events as necessary.

**Specific responsibilities for strategic development will include:**

- Lead in successfully implementing the new philanthropic strategy, [centered on community-centric fundraising](#) principles and an aim to shift harmful philanthropic practices, to grow donor diversity, annual revenue, donor engagement, and holistic development processes, and collaborate on these elements with the VP or External Relations and our UK Team to create a global strategy, and with the Communications Team to ensure learning and consistent messaging is embedded in our strategies, and evolve strategy as needed to meet annual and long-term goals.
- Working with the finance team, lead the creation of revenue plans, reporting, and accountability to ensure we reach multi-year revenue goals, meet fundraising targets quarterly, and provide the Finance Committee of the Board of Trustees the revenue tracking and predications they require,
- Serve as a thought partner to the CEO in fundraising spaces and provide robust and detailed strategic fundraising support to the CEO when required
- Ensure that the Philanthropy Department weaves its work and strategies into the overall purpose of the ER Team.

**Specific responsibilities for strategic implementation will include:**

- Provide ongoing coaching, mentoring, and day-to-day line management support to the philanthropy team in creating team practices and collaborations to reach annual fundraising goals and ensure annual philanthropy and financial strategies are implemented.
- Creating and ensuring meeting goals and metrics for success are reflective of how we define progress within self-organization and our strategic plan,
- Lead and integrate steps towards ensuring the team has the tools, resources, support, guidance, and information they need to reach their philanthropic and donor engagement goals and maintain a collaborative and trust-based environment,
- Oversee financial philanthropy processes that are required for the financial strategy – including financial reconciliation, coordination on fundraising analytics and projects:

- Undertake financial reconciliation with the Database and Development Coordinator, CFO, and philanthropy team.
- Work with Philanthropic Officers to clarify opportunities and financial projections each month and ensure essential information is recorded,
- Ensure an Implementation of information and learning for the philanthropic team through working closely with the programs, field building, and communications teams,
- Mentor the team and individual members to set goals and milestones for success and professional evaluation, accountability and growth,

### **Position Specifications**

#### **Essential Values and Competencies**

- Commitment to the guiding principles, mission, and values of the 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 and 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 environmental justice, feminist, gender, human rights organizations, and/or funding organizations.
- Demonstrated experience in creating and implementing global philanthropic strategies that address a need to diversify funding and meet the evolving revenue needs of a growing and transforming progressive organization.
- Demonstrated ability to personally raise seven and eight-figure multi-year gifts and steward those donors to ensure long-term commitment and engagement.
- Well-versed and updated on funding trends and key sources of philanthropic support.
- Be comfortable with and demonstrated ability in outreach to donors, securing meetings, and soliciting gifts, with a track record as a successful fundraiser and leader at an organization equal to or greater in size as Global Greengrants Fund.
- 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 as a leader in ensuring the team meets fundraising milestones and quarterly and annual targets and can pivot activities when needed to address new contexts with the ability to engage team members, build consensus, and build high-performance collaborative teams.
- 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).

### **Personal Characteristics**

- A transparent and adaptive leader with a commitment to lifelong learning and a drive to mentor, coach, and share leadership and who can intellectually drive the vision and ensure that there is space and opportunity for others to come along on its transformational journey while taking meaningful purpose-driven actions.
- Experience and skills to give, receive, and work with feedback constructively, with the intellectual and emotional resilience necessary to take up critical responsibilities for an international global organization.
- Articulate storyteller and visionary.
- Demonstrated skills as a leader who guides wisely and compassionately through unknowns, motivating teams toward results and developing creative strategies to evolve and embrace new opportunities, while also being clear on which opportunities to pass on if they are not strategically aligned.
- Able to innovate and navigate uncertainty and thrive in seeing and taking up opportunities in the context of the ongoing organizational transformational journey.

### **Desirable Knowledge, Skills, Abilities and Experience**

- Relevant lived experiences related to GGF's work and community.
- Experience in strengthening growing organizations.
- Experience with shared leadership models of work, and more collaborative, self-steering ways of working.