



**Job Title:** Philanthropic Partnerships Officer

**Workband:** SP

**Location:** Remote/Global

**Team:** The Philanthropic Partnerships Officer is part of the Development Team and a broader External Relations team member. In the present accountability structures, they are line managed by the Co-Directors of Philanthropy while building and working in more 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 from around the world, 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 that have been 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 we are thoughtfully, yet rapidly, growing our annual grantmaking, our philanthropic advocacy, and our global partnerships and collaborations to new levels.

### **Philanthropic Partnerships Officer**

The Philanthropic Partnership Officer is responsible for securing revenue and helping to grow a diverse funding base for Global Greengrants Fund and network partners to grow its support of grassroots environmental and social justice organizations and movements. They will build and manage a diverse portfolio of existing and prospective donors. This role is primarily focused on sharing the opportunity to invest in our mission – that is, getting out and talking to prospects about the impact of the Global Greengrants Fund, as well as meeting with current donors to discuss the centrality of grassroots solutions for environmental and social justice, and generating results from those conversations.

### **Major Responsibilities**

#### **1. Owner of a portfolio of donors:**

- Identify and prioritize qualified prospects
- Own relationship management and strategy for all prospects and existing donors in the portfolio:
  - Prospect research and cultivation strategy
  - Prospect and existing donor visit strategy and planning, including engaging other members of the team as needed
  - Visiting with prospects and current donors and making asks
  - Strategically inviting and preparing other team members to join meetings as needed to move relationships forward
  - Authoring, researching, and adapting proposals as needed (with support from grant writing staff)
  - Managing prospect follow-up activities, including reporting as relevant
  - Strategically managing strong stewardship practices to increase giving
- Meet or exceed annual fundraising goal between \$3-\$5 million annually
- Embrace [Community-Centric Fundraising Principles](#)
- Manage and maintain non-financial engagement relationships with partners in tandem with members of the program and leadership team
  - Build strategic non-financial partnership networks through existing financial and non-financial relationships
  - Move relationships forward through scheduling, strategizing, preparing, attending, and/or running meetings, including ensuring appropriate team members within the organization are engaged and involved
  - Managing follow-up activities

#### **2. Contributing member of the team:**

- Participate in team collaboration and strategy around funding opportunities including playing a key role in implementing annual philanthropic work plan and other collaborations, as needed
- Author donor materials as necessary
- Work with Program, Grants, Finance, and Communications departments to secure appropriate project information and budgets, create proposals and reports, as well as research and develop asks that will be used to secure gifts and follow necessary policies and procedures
- Work with our UK Team to develop and implement our global fundraising objectives
- Work with advisory board members, independent funds, and other network partners to secure regional and thematic information and promote a shared understanding of that knowledge across the team
- Meet all proposal and report deadlines as part of portfolio management
- Be an external representative of the Global Greengrants Fund and articulate the centrality of grassroots environmental and social justice solutions at conferences, group meetings, etc.
- Participate in – and seek out – opportunities to learn about the projects and communities served by the Global Greengrants Fund and our intersectional grantmaking and resource mobilizing
- Actively participate in international planning and strategic processes
- Work with partner funds to support their fundraising efforts as needed

## **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, development, feminist, gender, human rights organizations, and/or funding organizations
- Demonstrated experience in fundraising, working with individuals, foundations, corporations, and governments, and experience soliciting 6-8 figure gifts

- Well-versed and updated on funding trends and key sources of philanthropic support. Can articulate the importance of grassroots movements in shifting power and systems.
- Thrives (and has delivered results) in relational fundraising, is a natural connector, and enjoys building relationships
- Be comfortable with and demonstrated ability in outreach to donors, securing meetings, and soliciting gifts, with a track record as a successful fundraiser at an organization similar to the Global Greengrants Fund
- Demonstrated ability to personally raise seven and eight-figure multi-year gifts and steward those donors to ensure long-term commitment and engagement
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate operational plans with 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. 15-20 weeks per year)

#### Personal Characteristics:

- Is committed to shifting power in philanthropy and promoting trust-based or power-shifting approaches to philanthropy and grantmaking
- Understand that they are better off being part of a larger team and seek opportunities to engage others around strategy and support
- 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
- Thrives in a changing environment and handles it calmly and strategically
- Able to innovate and navigate uncertainty and thrive in seeing and taking up opportunities in the context of the ongoing organizational transformative journey

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

- Relevant lived experiences related to GGF's work and community