

## Access Strategies Fund Co-Director Job Description

### **About Access Strategies Fund**

#### Background on Access Strategies Fund

Access Strategies Fund is committed to supporting Boston and Massachusetts-based organizations fighting for social justice and expanding the democratic process within underserved communities to create a future where every individual has the power, respect and resources to improve their lives. We seek out and fund nonprofits run by leaders intimately familiar with issues and problems facing their community. We provide the training and support for infrastructure to help them overcome organizational barriers, build partnerships and lead others to positive solutions. At Access Strategies Fund, we support systemic change in our communities by facilitating thought leadership and organizing with partners, including progressive funders, grassroots groups, elected officials, and other community leaders.

Access' priorities include:

- Civic engagement, community organizing and movement support
- Women's Public Leadership
- Solidarity Economy

Access' work on these priorities takes the form of:

- Grantmaking, fundraising and building pooled donor collaboratives for movement organizations
- Funder education and training
- Mission and program related investments
- Reflection and self-care for movement activists

### **Job Description**

The Co-Director of Access Strategies Fund is responsible for helping oversee the programs/initiatives in our various strategic areas including Civic Engagement, Women's Public Leadership, Solidarity Economy and the development of a Movement Retreat Center.

The Co-Director will be responsible for helping design and manage grant making / participatory grantmaking, build funder collaboratives, convene and facilitate gatherings, create agendas for trainings and meetings, prepare reports, and other activities that emerge from these initiatives. This role entails building strong



relationships with a diverse set of partners including other foundations, individual donors, grantee organizations, city and state government representatives and local partners. **access strategies fund** *Amplifying Voices.*

## **Key Responsibilities**

### Organizational and Administrative

- Advance the vision and voice of Access in line with the foundation's mission and strategy
- Provide coaching and support for Grants/Admin assistant and conduct weekly staff check-in meetings
- Participate and lead in mutual support and accountability processes at Access
- Develop initiative budgets

### Grassroots Support and Engagement

- Create and facilitate workshops to build collective strategy and agendas for program areas
- Manage shared governance structures with grassroots leaders within program areas
- Provide support through circle keeping to execute collective strategies
- Answer all grantee questions, conduct relationship building calls, support grantees' engagement with Access grantee support offerings
- Help develop new grantee and funder partnerships

### Grantmaking

- Support and manage participatory grant-making processes within Access's programs, hold space for continued reflection and inspired iteration
- Create processes for community to provide input to grant-making strategies for donor advised funds

### Building Program Arcs

- Guide and support the shaping of specific program strategies and develop concept papers and proposals for various initiatives in collaboration with the community
- Undertake research and partner engagement to develop our program strategies
- Support any steering committee built to collectively run different Access programs
- Oversee completion of final report and evaluation by evaluation consultants

### Communications



- Draft key documents, reports, and presentations for a variety of purpose audiences, summarizing developments and recommendations for program areas
- Represent Access in the media
- Ensure organizational and program websites and Facebook pages are maintained and updated
- Seek and actively leverage opportunities to disseminate knowledge and key learnings from our programs through presentations, reports and web and social media
- Coordination with website management and web development

#### Resource Development and Organizing Pooled Funds

- Recruit donor partners for each pooled fund created to support Access programs

#### Support Solidarity Economy and Impact Investing

- Represent Access Strategies Fund at city and statewide meetings on building cooperatives, community-based finance, land trusts, and the solidarity economy. Support groups, as needed, in moving forward experimental enterprises and projects
- Create reports, interviews, workshops, or other forms of communication to disseminate information about solidarity economy projects to investors, community leaders, and philanthropic leaders
- Represent Access Strategies Fund at investment meetings, conferences, and gatherings about alternative forms of investment that build new structures of power and resources for communities most marginalized by systems of oppression
- Participate in collaborative investment committee meetings, as Access Strategies Fund representative, with other organizational investment committees within our ecosystem. Use concepts, opportunities and information on impact investing to support shifting committee practices

#### Organizing Philanthropy

- Organize and manage funder collaboratives, including circle keeping, facilitating workshops / case studies, agenda creation, and more
- Support the continued shift towards radical resource redistribution at Access and in the field of philanthropy
- Organize funders around just transition framework
- Support the organizing and dissemination of information on impact investing and the solidarity economy by creating reports, interviews, workshops, or other forms of communication to provide alternatives for the field of philanthropy

## Desired Qualifications

Access Strategies Fund is committed to finding someone with the right mix of political commitment, experiences (both traditional and nontraditional), and the potential to grow with us. We strongly encourage people from the communities we work with to apply, especially: Black and Indigenous people of color; people with disabilities; lesbian, gay, bisexual, queer, and Two-Spirit people; immigrants; women and feminine-identified people; and genderqueer, trans, and gender non-conforming people.

In addition, we are looking for someone who has:

- Excellent written and oral communication skills, including editing
- Ability to think strategically and creatively, always seeking to understand the edge of emerging movements
- Ability and interest in working collaboratively with community and within the organization
- Strong commitment to and participation in social movements for justice and liberation
- Strong commitment to continual self-development and personal and collective healing
- Excited about regularly giving and receiving feedback
- Project management experience, including budgeting and activity planning
- Experience working under deadlines and proactively communicating with others when any barriers to meeting those deadlines arise
- Experience working with grassroots organizations and communities of color
- High level of proficiency in Microsoft Office, particularly Excel, PowerPoint and Word

## Salary and Benefits

- Salary: \$75,000 with excellent health benefits and retirement plan contribution

Please send a brief cover letter (less than one page), resume, an example of your written work, and one additional piece of work product to Jasmine Gomez at [hiring@accessstrategies.org](mailto:hiring@accessstrategies.org). The additional example of your work product can include written reports, an evaluation of a project, art, public speaking, a protest you helped organize, podcasts, etc.