



PROJECT MANAGER

Grantmakers Concerned with Immigrants and Refugees (GCIR) seeks a full-time project manager to join a dynamic team working to inform, connect, and catalyze philanthropic foundations across the United States. The ideal candidate will have experience in the nonprofit and/or philanthropic sector; knowledge of a wide range of issues relating to immigration, immigrant integration, equity, and justice; and exceptional interpersonal skills.

ORGANIZATIONAL OVERVIEW

The mission of Grantmakers Concerned with Immigrants and Refugees (GCIR) is to influence the philanthropic field to advance the contributions and address the needs of the country's growing and increasingly diverse immigrant and refugee populations. Since 1990, we have sought to promote effective grantmaking that improves the lives of newcomers and strengthens local communities.

Each year, GCIR helps hundreds of funders connect with grantmaking colleagues, build new skills, increase their knowledge, share best practices, and develop effective funding strategies that advance diverse funding priorities through:

- A diverse slate of regional and national programming
- Practical research reports, funding recommendations, fact sheets, and other informational materials
- Training, technical assistance, and individualized consultation.

GCIR also creates opportunities for our members to engage with one another on shared funding interests. To learn more, visit www.gcir.org.

POSITION OVERVIEW

Working with and reporting to the director of programs, the project manager manages various initiatives including Delivering on the Dream (DOTD) and issue-based peer-learning groups; conducts research and analysis to support these initiatives and inform grantmaking; provides technical assistance to diverse foundations and other stakeholders in our work; assists with program design, implementation, and evaluation; engages and represents GCIR at external

meetings and conferences; and supports membership and development activities. This position works closely with other members of the GCIR team through an organizational matrix program and project structure. We prefer that the position be based out of the Sebastopol or Berkeley, CA office but will consider a remote arrangement for the right candidate.

DUTIES & RESPONSIBILITIES

Initiatives (50%)

- Provide leadership, coordination, and support to GCIR's national initiatives and issue-based working groups.
- Track the work of partner foundations, and collaborate with other staff to identify trends and emerging issues and policies in the field.
- Provide targeted technical assistance to funders and funder collaboratives including development and implementation of local strategies, access to relevant resources, and data collection.
- Conduct research, write and/or edit materials.
- Represent GCIR at meetings and on calls.
- Organize, take notes, and follow-up on regular conference calls and in-person meetings.
- Maintain an updated partner contacts in Salesforce.

Programs (45%)

- In partnership with other staff, design, implement, and evaluate GCIR's programmatic activities including briefings, webinars, funder collaborative meetings, and national convenings.
- Cultivate and maintain relationship with other philanthropy-support organizations, immigrant and refugee organizations, and other strategic allies and stakeholders.
- Represent GCIR at various events, conferences and meetings, including serving as a meeting facilitator, presenter, participant, and/or session organizer.
- Stay abreast of immigrant and refugee issues and understand implications for philanthropy.

Fundraising, Membership, and Other (5%)

- Research, write, and edit promotional and informational materials, grant proposals and reports, and collateral materials relating to GCIR's initiatives, peer-learning groups, and programs.
- Support the maintenance and expansion of the GCIR membership.
- Contribute to GCIR's internal organizational development, professional development, and evaluation work.

QUALIFICATIONS AND SKILLS:

- Minimum of a bachelor's degree required; a master's degree in a relevant field preferred.
- At least 8 - 10 years of directly relevant experience working in a social justice, policy organization, or foundation.
- Excellent writing and editing skills.
- Strong attention to detail.
- High level of ethics, commitment to quality, strong sense of personal and organizational accountability, and ability to work independently and confidently to meet competing deadlines.
- Ability to apply common sense, exercise sound judgment in problem solving, and take a creative approach.
- A natural sense of curiosity, good sense of humor, desire to work as part of a dynamic team, and ability to thrive in a fast-paced environment.
- Experience and knowledge of immigrant and refugee communities is required.
- Experience with Salesforce database preferred.
- Ability to travel within the United States 10 - 12 times per year.

COMPENSATION

Salary is commensurate with experience. GCIR offers a competitive benefits package including employer-paid health insurance.

APPLICATION PROCESS

Please email a letter of interest along with a resume and writing sample to Harmony Hayes at harmony@gcir.org. This position will remain open until the right candidate has been identified. No phone calls but email inquiries in advance of applying are welcome.

*GCIR is committed to diversity and is an Equal Opportunity Employer.
Women, minority, and bilingual candidates are strongly encouraged to apply.*