

January 2020

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## **Advancement Associate**

Grassroots International seeks an individual with entry-level administrative experience to support the activities associated with online advocacy and donor management. This is a full-time position based in our Boston office.

Established in 1983, Grassroots International is a global grantmaking and social action organization that partners with social movements in the Global South and progressive funders in the US. We partner, fund, and work in solidarity with movements and organizations around the world in order to nurture sustainable and equitable relationships between people, with the earth and all its living systems. Our mission is to connect people in the US with global movements that defend land, territory, water, food, seeds and the earth. Together we address the root causes of injustice and oppression, and build alternatives that nurture human rights, ecological justice, and liberation. We do this through grantmaking, social action, and philanthropic leadership.

Grassroots International partners with movements and progressive funders in an approach we are calling *solidarity philanthropy*. We built this framework on principles and practices that are informed by social movements, together with our experience with donor engagement.

- We focus on *funding social movements*.
- We *accompany social movements* through long-term partnerships that are based on: shared vision and values, reciprocity, trust, transparency, movement autonomy, and walking together for the long haul.
- We work to make our own *organizational practices consistent with social justice values*.
- We *form partnerships with our funders* to decolonize philanthropy, promote funder activism, and move financial resources toward social movements.
- We *take social action*. We participate in alliances with the grassroots organizing sector, take positions on issues, collaborate on campaigns, and support the growth of internationalism in the US.

The Advancement Associate (AA) at Grassroots International supports the activities associated with online advocacy and donor management. The position reports to the Director of Philanthropic Partnerships. The AA also has specific responsibilities in support of the Director of Grantmaking and Advocacy (DGA) and Director of Philanthropic Partnerships (DPP). Specific responsibilities are detailed below, but as part of the team approach, the AA may be called on from time to time to assist with other organizational efforts.

## **Development and Advocacy Responsibilities**

1. Participate as part of a team in development planning and activities.
2. Database Management: Maintain donor and CRM databases; perform gift entry and process donor acknowledgments; coordinate import and export of direct mail data; analyze gift information.
3. Online Fundraising: Implement and support online fundraising programs, including website

donation pages, emergency initiatives, online donation pages and e-appeals.

4. Online Activism: In coordination with communications and program teams, support online appeals and campaigns.
5. Fulfill additional duties as requested by the Donor and Online Communications Coordinator.

### **Program and Development Support Responsibilities**

1. Provide assistance and coordination of the DGA and DPP's calendar and daily schedule
2. Coordinate travel arrangements as needed
3. Assist the DGA and DPP with research and briefing materials
4. Assist with correspondence and preparation of briefing materials for donors, allies and other external contacts
5. Provide assistance and support for social media posts
6. Provide logistical and other support for GRI events, including support for communication and travel arrangements
7. Support expense reporting and spending authorization
8. Provide clerical, administrative, and project-based support as needed

### **Qualifications/Knowledge/Skills and Capacity**

1. A commitment to the mission of Grassroots International.
2. The ability and flexibility to work as part of a team in a mission-driven small non-profit organization
3. Demonstrated experience with database management, preferably The Raisers Edge and Salsa/Democracy in Action; proficiency with Microsoft Office programs
4. Excellent written and verbal communications skills with demonstrated experience communicating with the public. Ability to listen actively and speak clearly; to read and comprehend a variety of communications and resources; to write clearly on administrative and other matters; and to summarize and communicate information efficiently and accurately.
5. Attention to detail, and ability to handle multiple projects and deadlines in a fast-paced working environment.
6. Good interpersonal skills; ability to develop and maintain strong professional relationships with a diversity of coworkers, volunteers, vendors, and others.

7. Ability to apply sound judgment and manage sensitive or confidential information.

**Compensation:** Full-time position; starting salary \$38,700 - \$40,000; excellent benefits, including health, dental, disability, paid vacation.

**To Apply:** Email resume and a cover letter detailing interest and relevant experience to advancement-associate@grassrootsonline.org with **Advancement Associate and YOUR NAME** in the subject line or mail to: Grassroots International, attn: Advancement Associate Search Committee, 179 Boylston St, Jamaica Plain, MA 02130. **Email applications preferred. Position open until filled.**

*Grassroots International is an Affirmative Action/Equal Opportunity employer. Women and people of color are strongly encouraged to apply.*