



Impact and Engagement Associate

Groundwork USA seeks an Impact and Engagement Associate to join a growing national team dedicated to helping expand the presence of Groundwork USA and increase its support for a network of community-based environmental justice organizations advancing equity, health, and resilience in neighborhoods across the nation.

A national enterprise with local roots, Groundwork USA is the only national network of local organizations dedicated to creating healthy, resilient neighborhood environments in low-resource communities through meaningful community engagement and collaboration. Local Groundwork affiliates, called "Trusts," are community-based organizations that transform neglected land and waterways into community assets while building community capacity to effect change. Groundwork USA supports this dynamic network and advances climate justice and equitable development initiatives through national technical assistance and learning network programs for local practitioners.

Interested candidates should review our website, <http://groundworkusa.org>.

The Position

The Impact and Engagement Associate is responsible for developing and maintaining a number of operations critical to the success of Groundwork USA's fundraising and communications efforts including, but not limited to, data management, prospect research, performance tracking, impact reporting, and event management. Additionally, the Associate will work with the Director to improve the way we collaborate and share knowledge and best practices across the network of Groundwork Trusts. The Associate will report to the Director of Development and Communications and cross-collaborate with teams across the Groundwork network.

Key responsibilities include:

- Manage and maintain development and communications databases, including Salesforce, MailChimp, and Happeo Intranet platform, to ensure content integrity and develop processes for increased utilization.
- Develop and implement best practices in development operations to support a growing national team.
- Track, monitor, and report on key metrics relevant to the development and communications team.
- Support the collection of annual performance metrics from Groundwork network, program specific metrics for Groundwork USA grants and projects, and report-specific measures as needed.

- Manage gift processing including gift recording and preparing timely acknowledgments.
- Conduct research on applicable grants and grant-making organizations.
- Write grant reports and related correspondence for foundations, corporations, and other organizations in a timely manner.
- Research and compile background materials for proposals and reports.
- Provide project management and logistical support for major projects and initiatives, including annual report development, strategic planning, website updates, annual National Assembly, and other projects as needed.
- Assist in the creation of digital communications materials including newsletters, social media, fundraising collateral.
- Help nurture a collaborative, high-performance culture in a geographically dispersed staff.
- Contribute to Groundwork USA's continued progress as an inclusive, culturally competent organization.
- Other projects and tasks as assigned.

The preferred location for this position is the greater New York City or greater Boston metropolitan area. Other locations in communities with local Groundwork Trusts (see <https://groundworkusa.org/groundwork-network/>) will be considered. This is a full-time position, but Groundwork USA is committed to flexibility in arranging work schedules to balance work and family responsibilities. When conditions permit, some travel may be required.

Qualifications

We are looking for a highly motivated, detail-oriented team player that is excited about the opportunity to design processes that help a growing team to work more efficiently and collaboratively towards ambitious goals. They will have an exceptional eye for detail, the ability to prioritize multiple projects, and be comfortable working with new technologies and systems.

In addition, they will be:

- A relationship-builder with the ability to find common interests and connections across different stakeholders and audiences and build strong relationships with internal teams and external partners.
- A motivated, flexible, and hands-on self-starter with a drive for continuous learning and growth and a love for learning new technology platforms.
- A strong project manager.

The Impact and Engagement Associate must have excellent oral and written communication skills, experience with a variety of tech platforms (experience with Salesforce, MailChimp, and/or Wordpress a plus), and a demonstrated passion for Groundwork USA's mission and values. The ideal candidate will have zero to three years of relevant experience and/or training and a demonstrated interest in operations, fundraising, and/or communications.

Compensation

The expected salary range for this full-time position is \$45,000 - \$55,000; benefits include health insurance, dental and vision insurance, retirement plan with employer match, and generous vacation, sick time and parental leave policies.

Applications

Submit a cover letter and resume to jobs@groundworkusa.org. Applications will be considered on a rolling basis; those received by December 15, 2021 will be ensured full consideration. Only those selected for interviews will be contacted – your understanding is appreciated.

Groundwork USA is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity and inclusion.