



DIRECTOR OF COMMUNITY-LED GRANTMAKING

COMPENSATION AND BENEFITS

- Full-time, 32 hours per week
- Base pay salary: \$80,000
- 31 days of paid time off (PTO) including holiday, vacation, health leave, and personal days
- Annual cost of living raise of \$1,000 on January 1
- Annual longevity raise of \$1,000 on your work anniversary
- Healthcare is not provided, but base salary has been adjusted upward so that individual health care may be purchased
- An employer contribution of 2% of salary to a SIMPLE IRA
- Other benefits include employer paid: FSA account, professional development opportunities, wellness stipend, phone plan, year-end bonus, and six week sabbatical after five years of employment.

JOB OVERVIEW

Are you passionate about resourcing social change? Are you interested in creating a vision of philanthropy where grantmakers are co-conspirators for justice and liberation? Do you love creating spaces and opportunities for learning, connection, and action? The Tzedek Social Justice Fund is looking for a Director of Community-Led Grantmaking who is invested in joining a committed and enthusiastic team.

The Director of Community-Led Grantmaking is responsible for creating and facilitating the community-led grantmaking program, leading organizational learning, and community engagement in alignment with the Tzedek Fund's [vision, mission, and grounding values+practices](#) and resonant with our emerging [analysis of social justice philanthropy](#).

As we work to redistribute power and build community through our grantmaking, Tzedek is working to engage the community through a new community-led grantmaking process. Asheville area organizers, activists, leaders, artists, and healers with expertise in systems change and community healing will be invited to participate in a stipended grantmaking decision process. The Director of Community-Led Grantmaking will build out and facilitate a participatory process to build relationships and a shared analysis about redistribution and social justice philanthropy culminating in collective decisions about a significant portion of Tzedek's grantmaking.

This position will work closely with the grantmaking team (including the Director of Organizational Strategy and Practice and the Director of Philanthropic Partnerships) and with the entire Tzedek staff to ensure organizational effectiveness, impact, and alignment.

AREAS OF RESPONSIBILITY

Program Design (30%)

- Lead the creation and management of Tzedek's community-led grantmaking and ensure that the overall program and process aligns with Tzedek's mission, vision, focal areas, and values+practices
 - Develop a plan and timeline to recruit and onboard community members to participate in the community-led process
 - Design a participatory process alongside community members that builds collective analysis about wealth redistribution, our focal areas, systems change, and community healing
 - Document grantmaking process for ongoing organizational sustainability
 - Develop and achieve annual goals of the program and committee
 - Collaborate on annual evaluation of the program

Facilitation (15%)

- Lead and facilitate community-led grantmaking process
- Guide a participatory process alongside community members that centers collective, community-led decision-making and social justice philanthropy
- Hold space for honest and challenging conversations
- Design and facilitate a process that moves efficiently and effectively towards its goals
- Seek and integrate feedback from the participants in an ongoing way
- Learn alongside and engage deeply with community participants in the service of relationship building and deepening our organizational analysis

Organizational Learning (10%)

- Identify opportunities for Tzedek to advocate at the local level in response to city, county, and organizational policies that impact LGBTQ, BIPOC, and Jewish communities
- Organize and facilitate opportunities for staff learning and capacity building
- Build opportunities for staff to report back about annual professional development and learning

Community Engagement (25%)

- Develop processes for offering technical assistance for each of our grantmaking offerings
- Collaborate on distributing knowledge and information about funding opportunities, capacity building, navigating the philanthropic sector, and organizational equity to our grantees
- Attend relevant grantee and Asheville community events as a representative of Tzedek

Grantmaking (10%)

- Coordinate the Tzedek Impact Award process

Organizational Work (10%):

- Coordinate and communicate with Tzedek team staff on any support needed to strengthen the community-led grantmaking
- Contribute as a staff member to the overall organization and grantmaking team.
- Adhere to rules and guidance that govern private foundations
- Participate in staff meetings and share in documenting organizational work and learnings
- Track expenses by keeping receipts and putting together monthly expense reports
- Participate in ongoing organizational planning
- Respond to emails and other communications in a timely manner

ESSENTIAL SKILLS & EXPERIENCE

- Experience working in community, community organizing, nonprofit organizations, and/or grassroots movements
- A personal and professional commitment to the Tzedek Fund's vision, mission, focal areas, and values+practices

- Expertise gained from directly navigating systems of injustice and systemic oppression in Jewish, Black, Indigenous, and People of Color, and/or LGBTQ communities
- 5+ years of engagement in Asheville community organizing and building
- A deep practice of building and sustaining relationships with care and love
- A commitment to ongoing personal work, particularly around race, class, language justice, ability, LGBTQ issues, anti-Semitism and other systems of power and oppression.
- 5+ years of experience with popular education, transformative group facilitation, and experiential learning
- Practice working in one or more of our focal areas—racial justice, LGBTQ justice, and/or combating anti-Jewish oppression
- Deep knowledge and understanding of the concepts, analysis, and terminology related to structural oppression and movement building
- An orientation to dialogue, deliberation, and collective decision making
- Excellent facilitation skills, including flexibility to adjust and enhance design in real time and according to feedback over time
- An open approach to competing ideas and needs of the group members, and an ability to navigate conflict and conflicting requests in real time and over time
- Ability to have hard conversations with skills in deep listening and orientation toward empathy and care
- Ability to hold firm boundaries and garner trust and respect with compassion
- Great coordination skills with the ability to navigate competing demands and needs between individuals, groups, and organizations
- Strong interpersonal skills, a collaborative work ethic and an entrepreneurial spirit
- Healing justice and trauma-informed lens to working with groups

HOW TO APPLY

We'd like to get to know you! Please complete this brief Google [survey](#) and email your resume to marsha@tzedeksocialjusticefund.org. We are accepting applications until January 8, 2021.

TIMELINE

1. We will contact all applicants about next steps by January 18, 2021
2. The tentative start date for this position is February 15, 2021

ADDITIONAL DETAILS

The Tzedek Social Justice Fund redistributes money, resources, and power to support systems change and community healing in Asheville, North Carolina. Through adaptive,

trust-based philanthropy, we resist oppressive systems and work to transform our collective home into a place where everyone flourishes. The Fund's vision is rooted in Jewish social justice values, including equitable giving (Tzedakah), repairing the world (Tikkun Olam), and leadership (Hanhagah). We have been supporting and promoting the social justice work of leading progressive organizations since the late 1980's.

NON-DISCRIMINATION POLICY

People of color, LGBTQ individuals, those involved in combatting anti-Semitism, and Asheville residents are strongly encouraged to apply. Tzedek Social Justice Fund is an equal opportunity employer. Tzedek Social Justice Fund considers all applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by state or federal law.