



## Mary's Pence – Grants Program Manager

### Organization Profile

Mary's Pence provides funding to women's organizations working on social justice issues in North America and Central America. We support cis women, trans women, and non-binary people working on long term systemic change through social and economic development. Learn more about Mary's Pence at [www.maryspence.org](http://www.maryspence.org), and see our annual report at <https://www.maryspence.org/about/financials/>.

You'll love Mary's Pence if you -

- Care about improving the lives of cis women, trans women, and non-binary people and their communities
- Understand that the world is intersectional, and racism is prevalent
- Know social justice means changing cultures and systems for long term systemic change
- You want to work with others to take action to improve women's lives!

Our annual budget is approximately \$900,000; the majority of our funding comes from individual donors from across the country. Mary's Pence has a staff of 8 – 5 locally and 3 in Central America / Mexico working with our ESPERA program. This position works closely with the Executive Director, the Development and Communications staff, and the Grants Committee, which is composed of staff, board members and volunteers.

### The Mary's Pence Grants Program

Mary's Pence has given project grants to small grassroots organizations for the entirety of our 36 years. The current geographic focus of the Mary's Pence Grants program is the United States. We were recently honored to receive the following recognitions:

- 2017 Winner of the Responsive Philanthropy Award / Minnesota Council of Nonprofits
- 2019 Winner of the Grant Maker of the Year Award / Grant Professionals Association

The Mary's Pence Grants program funds projects that are:

- **Women led** - improving the lives of cis women, trans women, non-binary people and their communities
- **Community centered** – emerging from a need identified within the community
- **Focused on social justice values** – the values of human dignity and the common good
- **Working for long term sustainable social change** - addressing underlying causes of injustice

We work with about 20 grantees annually. Our grants are \$7,500, organizations are eligible for up to 3 grants. Grantees have budgets under \$250,000. We support grantees with capacity building, networking and collaboration opportunities.

### Role and Responsibilities

This role is responsible for the strategic direction, growth, evaluation and management of the Mary's Pence Grants program. It also manages the twice-yearly application and selection process, relationships with grantees and public/community relations for this program.

This position will manage the following:

- Records and reporting for the program, including providing reports and analysis of the Mary's Pence Grants program to board and staff.
- Application and selection process
  - Outreach to prospective grantees, including hosting teleconferences for prospective applicants.
  - Receive and pre-screen applications for eligibility and prepare documents for the Grants Committee. Seek and request additional information from applicants when appropriate.
  - Facilitate selection process with the committee.



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- o Manage communication process to grants recipients and declined applications.
- Grantee relationships and capacity building
  - o Serve as grantees' main point of contact.
  - o Connect with all grantees to understand their work, goals and their needs. Analyze themes and needs across grantees and propose appropriate support.
    - Make connections between grantees when useful
    - Connect grantees with capacity building information and resources from the broader Mary's Pence community.
    - Provide technical assistance when requested by grantees.
  - o Develop and implement grantee convenings, both through teleconference calls and face to face events.
  - o Identify ways to create visibility for our grantees including outreach to donors, visibility through local events with board and donors, and participation in conferences including leading workshops highlighting their work.
- Plan and implement annual grantee retreat.
  - o Create an agenda that provides learning, networking, and relaxation, partnering with grantees and external experts for content.
  - o Manage logistics of annual gathering for approximately 30 representatives of grantee organizations.
  - o Ensure individual needs are met, and that the group benefits from networking and connections.
- Write and contribute to communications related to the Grants program.
  - o Writing articles and supplying content to our communication channels – website, eNews, newsletters, and social media. Involve volunteers and interns in communications.
  - o Represent Mary's Pence at public events.
- Create and maintain relationship with the broader foundation and philanthropy community
  - o Partner with the Executive Director in outreach to the broader foundation community interested in women and social justice, including potential partners, donors and collaborators.
  - o Keep up to date on best practices and trends in the philanthropy community.

The ideal candidate will bring a passion for social justice and women's issues, and for developing relationships and supporting capacity building within small nonprofits. Experience in nonprofit management including experience in small nonprofit settings is very useful.

### **Knowledge and Experience**

- Experience in a nonprofit management or program role.
  - o Experience or exposure to multiple aspects of managing small nonprofits (program, fundraising, administration, board membership, partnership cultivation).
  - o Ability to connect with and support grantees, including assessing their needs, identifying resources and opportunities and providing coaching.
- Excellent communication skills
  - o Written, face to face interaction, and public speaking.
  - o Ability to give difficult feedback respectfully.
- Knowledge of the world of philanthropy and grant making sector
- Demonstrated experience of inclusion of diverse and marginalized voices
- Computers and technology
  - o Computer proficiency in Microsoft Office and Google Calendar
  - o Experience with Constant Contact (group email platform), InDesign and WordPress, DonorPerfect (database) helpful.
- Proficiency in Spanish is a plus.
- Bachelors or commensurate life experience.

### **Values and Work Style**

- Passion for social justice, particularly women's issues in the U.S., Mexico and Central America.



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- Highly organized, self-motivated and able to manage complex projects. Organized and diligent about record-keeping and administration while setting and meeting deadlines.
- Ability to work independently as well as collaboratively with executive director, staff and board members.
- Loves to build relationships and make connections with people, organizations and resources.
- Creative and self-motivated, enjoys bringing new ideas to the organization.
- Flexible working style, willing to give and take, willing to flex to the tasks needed. Comfortable in a small “everyone pitches in” office environment.
- Comfortable with diversity – age, political views, faiths, etc.
- Ability to handle confidential information with appropriate discretion.

### **Mary's Pence's Commitment to Diversity**

We are committed to inclusion and equity and strive to ensure that our board reflects the diversity of the communities we partner with in terms of color, income, physical ability, geography, age, and gender identity. We are committed to removing barriers that are faced by equity-seeking groups.

### **Compensation and Benefits**

**Hours:** Full-time, approximately 40 hours per week. Occasional evening and weekend hours required; some travel helpful.

**Salary:** Based on experience; range is 48,000 - 62,000. Simple IRA with a 3% match. Health and vacation benefits.

**Deadline:** Until filled

**Location:** 275 East 4<sup>th</sup> Street, #642, St. Paul, MN 55101

The office is located in Lowertown St. Paul, directly off the Green Line of the light rail. A

**To Apply:** Send resume and cover letter to [annab@maryspence.org](mailto:annab@maryspence.org); please indicate where you saw the posting.