



## Program Associate – Disability Inclusion Fund (DIF)

### About Borealis Philanthropy

Borealis Philanthropy works as a partner to philanthropy, helping grantmakers expand their reach and impact. As a philanthropic intermediary, Borealis helps connect grantmakers to organizations that meet their mission. We provide a high level of service to our funders and grantees by conducting our work in a manner that is collaborative, transparent, and accountable. We respond promptly to the needs and interests of our partners by staying abreast of changing policy and social landscapes. We educate grantmakers and non-profits organizations on the important role intermediaries play in the philanthropic sector, and endeavor to share our knowledge with the broader field. In carrying out this vision, we ultimately hope to change the way philanthropy works.

### Overview of the Position

The Program Associate will support the programmatic work of the Disability Inclusion Fund (DIF), which is situated within the Movement Building Initiatives at Borealis Philanthropy and currently includes our Transforming Movements Fund, Black-led Movement Fund and Fund for Trans Generations.

The Disability Inclusion Fund supports U.S. groups run by and for disabled people that are working to strengthen the disability justice movement by building the power of representative organizations and elevating the voices of disabled people within public life. Housed within the Borealis Movement Building Initiatives, the fund will also support bridge-building among activists working within and across other movements. The fund also seeks to advance disability inclusion in philanthropy with collaborative learning around programmatic and operational inclusion.

**Reports to:** Program Officer DIF

### MAJOR RESPONSIBILITIES:

- **Grantmaking:** Provide administrative and programmatic support for Fund activities including:
  - Design of the Request for Proposals (RFP) sent to prospective applicants.
  - Inquiries from applicants,
  - Feedback during the grantee selection process
  - Review of proposals submitted by grant applicants; make site visits, as appropriate.
  - Preparation of written summaries for recommendations docket to donors.
  - Provide support to the organizational development and leadership development components of grantmaking.
  - Assist with grantee notifications and ongoing communications
- **Meeting coordination:** Support the coordination of meetings for the DIF:
  - Provide support for donor meetings, forums, funder briefings and grantee gatherings.

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- Specific tasks include: meeting planning, support with the creation of meeting materials, preparation and distribution of minutes and meeting materials, creation and management of mailing lists, meeting follow-up work, hosting of webinars, etc.
- **Fundraising:** provide staff support as necessary around donor prospect research, assistance with proposal and report writing, preparation and distribution.
- **Budgeting:** assist with tracking of DIF expenses.
- **General administrative support:** generate payment requests and invoice processing, compile reimbursement requests, provide travel and meeting logistical support, update the DIF webpages as necessary, schedule internal and external meetings and organize and maintain program files.
- **Other support for programmatic activities as needed**

### **Qualifications:**

- At least 2-3 years' experience in the nonprofit sector/community work.
- Experience with and strong interest in Disability Inclusion and Justice, intersectional organizing, equity and advocacy.
- Excellent interpersonal skills and ability to work with a range of groups, including donors, consultants and community leaders.
- Strong administrative skills, including accurate and timely preparation of reports, time management and organization.
- Strong communications skills, both written and oral.
- Excellent planning and organizational skills, ability to manage and prioritize multiple tasks and deadlines.
- Expertise with Microsoft Windows Suite (Word, Excel, Power Point and Outlook) and familiarity with or comfortability learning how to use grant management software such as Foundant GLM and Salesforce.
- Ability to work virtually with a staff team located in different parts of the country.

### **Compensation and Benefits:**

Status: Full-time, Regular, Exempt, benefits eligible

Salary Range: \$60-75k

Benefits include: Health Insurance, Dental Insurance, Medical and Dependent Care Flex Spending Account, Trans Health Benefit program, 401k plan, Short and Long -Term Disability Insurance, Life and AD&D Insurance, 12 paid holidays plus the days between Christmas and New Year's, paid parental leave, and a generous PTO program.

### **Commitment to Disability, Diversity, Equity, and Inclusion**

Borealis is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, please contact [HR@borealisphilanthropy.org].

Borealis is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants

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who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.

### **HOW TO APPLY**

Position open until filled. We encourage applications on or before **July 11, 2019**

**Please email the following materials to [HR@borealisphilanthropy.org](mailto:HR@borealisphilanthropy.org)** and indicate: “DIF Program Associate – Name” in subject line of email and attach:

- Cover letter detailing your experience and qualifications
- Resume
- Links to 2 - 3 articles, videos, and/or resources that reflect your interest and perspectives on disability justice and activism (these do not need to be authored by you).