**Mary’s Pence – Grants Program Manager**

**Organization Profile**

Mary's Pence is inspired by social justice and feminist values. Believing we are each called to make the world a better place, we support women in the Americas through both social and economic development. Our annual budget is approximately $500,000; the majority of our funding comes from individual donors from across the country.

Mary’s Pence has a staff of 7 – 4 locally and 3 in Central America / Mexico. This is a new position, and once filled will work closely with the Executive Director, the Development and Communications Liaison, and the Grants Committee comprised of staff, board members and volunteers.

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/>.

**The Mary’s Pence Grants Program**

Mary’s Pence has given project grants to small grassroots organizations for the entirety of our 30 years. The current geographic focus of the Mary’s Pence Grants program is the United States and Canada, and our work in Central America and Mexico happens through our ESPERA community-lending program.

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

* ***Women led -*** for the benefit of women and their families
* ***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.

Our grants are $4000 and we work with about 16 grantees each year, organizations can receive up to 3 grants over time. Grantees have budgets under $200,000. We are expanding the support we provide each grantee in terms of capacity building, networking and collaborations.

**Role and Responsibilities**

This role will be responsible for the strategic direction, growth, evaluation and management of the Mary’s Pence Grants program. It will also manage the twice-yearly application and selection process, relationship 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 teleconference for prospective applicants.
	+ Receive and prescreen applications for eligibility and prepare documents for Grants Committee. Seek and request additional information when appropriate.
	+ Facilitate selection process with the committee.
	+ Manage communication process to grants recipients and declined applications.
* Grantee relationships and capacity building.
	+ Serve as grantees main point of contact.
	+ Connect with all grantees to understand their project, goals and their needs. Analyze themes and needs across 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.
	+ Develop and implement grantee convenings, both though teleconference calls and face to face events.
	+ 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.
* Communications related to the Grants program
	+ Writing articles and supplying content to our communication avenues – website, eNews, newsletters, and social media. Involve volunteers and interns in communications.
	+ Represent Mary’s Pence at public events.
* Create and maintain relationship with the broader foundation and philanthropy community
	+ Partner with Executive Director in outreach to the broader foundation community interested in women and social justice, including potential partners, donors and collaborators.

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.
	+ Experience or exposure to multiple aspects of managing small nonprofits (program, fundraising and administration).
	+ Ability to connect with and support grantees, including assessing their needs, identifying resources and opportunities and providing coaching.
* Excellent communication skills
	+ Written, face to face interaction, and public speaking
	+ 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
	+ Computer proficiency in Microsoft Office and Google Calendar
	+ Experience with database management tools (Grants files are in Filemaker Pro).
	+ Experience with Constant Contact (group email platform), InDesign and WordPress 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.
* 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.

**Compensation and Benefits**

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

**Salary:** Based on experience. Simple IRA with a 3% match. Health and vacation benefits. **Deadline**: until filled

**Location:** 275 East 4th Street, #510, St. Paul, MN 55101

The office is located in Lowertown St. Paul, directly off the Green Line of the light rail. Activities/attractions in Lowertown include the Art Crawl, Music in Mears Park, many restaurants and music venues, the Farmer’s Market and the Saint’s baseball stadium.

**To Apply**: Send resume and cover letter to aline@maryspence.org; please indicate where you saw the posting.