



Social Justice Fund Northwest
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Grantmaking Project Manager

Social Justice Fund Northwest (SJF) is a member-funded foundation that supports the creation of a just society through fundraising, grantmaking, and member involvement. The foundation provides essential resources to organizations in Idaho, Montana, Oregon, Washington, and Wyoming to strengthen grassroots efforts in the broad-based movement for progressive, systemic social change.

Employment Type: Full-Time Staff, Exempt

Salary: \$88,000–\$95,000 DOE; plus full benefits, including health and dental insurance and coverage for dependents, long-term disability & life insurance, vacation, sick leave, retirement plan after one year, and transit pass, and a 4-day work week (typically Monday–Thursday).

Location: Hybrid/remote. SJF serves Idaho, Montana, Oregon, Washington, and Wyoming. Candidates must live in SJF's five-state funding regions, with a preference for candidates in Idaho, Montana, Oregon, and Wyoming.

Reports to: Director of Grantmaking & Impact

Application: Please send a resume and cover letter via **email to hr@socialjusticefund.org** with "Grantmaking Project Manager Application" as the subject line.

Application Deadline: November 6, 2026 or until the position is filled.

Start Date: January 2027

Position Summary

We envision our staff as a fully collaborative team in service to our mission. Social Justice Fund's grants program consists of democratic decision-making processes, including Grant panels and Giving Projects – a participatory, community-based approach to fundraising and grantmaking. Working closely with the rest of the Social Justice Fund team, this position will lead facilitation of annual grant panels, support implementation of giving projects, and lead related programming across the Grantmaking & Impact Department. This includes recruitment and outreach, networking, and relationship-building to bring new people into Grant Panels; curriculum development, skilled facilitation on topics as varied as race and class analysis, grassroots fundraising, and democratic grantmaking; and training Grantmaker cohorts. This position will also support donor organizing workshops, community engagement initiatives, and programmatic design and documentation processes. SJF's practices participatory grantmaking through primarily through two models:

1. **Giving Projects:** A Giving Project is a donor-organizing project that moves money to grassroots movement work, grounded in a collective liberation/movement-building framework and committed to social justice & community organizing strategy. The methodology behind a Giving Project has roots in African Indigenous collectivist solidarity economics. We aim to honor this legacy of collective giving and

mutual aid networks through how we design and run every Giving Project. Giving Projects usually take place over 3-6 months. Those who engage in our Giving Projects are often referred to as participants or Giving Project participants.

2. **Grant panels:** The Grant Review Panel is a committee of diverse community members that come together for a democratic grant-making process to select organizations for funding in SJF's various grant cycles. Panelists are selected due to their activism, community involvement, and the lived/professional/volunteer experience they have in the issue area of a grant cycle. Grant panels have a quicker turnaround than Giving Projects.

Qualifications and Qualities

The ideal candidate is someone with long-term, lived experience in communities most impacted by the work of our grantees. We're looking for a person with deep experience and demonstrated analysis of anti-Black racism and other systems of power and oppression. We are excited to add an adaptive, innovative, and flexible person to our team!

Required:

- Project planning experience—demonstrated ability to create and execute a project that meets expectations
- Excellent facilitation skills, including working with people from diverse backgrounds
- Demonstrated analysis of anti-Black racism and other systems of oppression
- Experience developing and leading workshops and trainings, preferably with an anti-oppression focus
- Ability to build and maintain accountable relationships with grantmakers and grantees
- Ability to motivate and engage SJF members and build a strong, functional team
- Self-motivated, effective problem-solver
- Computer and tech skills including proficiency with Microsoft Office, Google Suite, and database management (Foundant, Docusign, Bloomerang)
- Ability to work evenings and weekends, and travel throughout our 5-state region
- Critical thinking and ability to adapt to new situations
- Strong communication skills
- Highly organized with great attention to detail
- Ability to adapt and change with an organization in transition
- Passion for moving money and other resources to movement work

Desired:

- Experience and familiarity with SJF grantees
- Up to 3 years of community organizing experience
- Fundraising experience
- Experience with Giving Projects
- Experience with collective decision-making processes
- Expertise in any of the required qualifications, with the ability to train others in those areas
- Experience with curriculum development
- Experience with and understanding of organizing and the political landscape in our 5-state region
- Event coordination and event planning skills
- Experience conducting outreach to a diverse audience

Duties & Responsibilities

1. Grantmaking Facilitation & Coordination (approximately 40%)

- Recruit committee members from our 5-state region
- Develop and train staff, board, grant panelists on SJF's Community Organizing Framework, grant evaluation process, and infrastructure
- Work with other staff to develop, implement, and lead democratic grantmaking
- Facilitate Grant Panel sessions, trainings and workshops and other Grantmaking and Impact work
- Design and adapt curricula for Grantmakers
- Manage the stewardship and cultivation of current Grantmakers and Grantmaking alum
- Evaluate and document Grant Panel work
- Take responsibility for Grant panels reaching their goals (quantitative and qualitative)
- Build and maintain relationships with grantees outside of Grant Panels

2. Giving Project Support (approximately 25%)

- Support building a pipeline or participants for giving projects
- Train, coach, and support SJF members as grantmakers
- Cofacilitate Giving Project curriculum as needed

3. Outreach (approximately 15%)

- Participate in regional grantmaking networks when possible
- Represent SJF at events in the community
- Support and attend grantee site visits and community outreach events
- Facilitate one-off workshops in coordination with the other departments
- Build connections in the progressive grassroots organizing community in the Northwest

4. Grantmaking Management Support (approximately 10%)

- Prescreen grant applications and provide timely feedback as part of the prescreening process
- Use database to record, track, and analyze grantmaking
- Work with Grantmaking staff to steward relationships with grantees, applicants, and Grantmakers
- Lead grantee feedback meetings for Grant Panels

5. Collective Organizational Work (approximately 10%)

- Participate in meetings, retreats, and collective work on organizational structure. This can include participating in hiring committees, onboarding staff, supporting external events and communications, reviewing sponsorship requests, and participating in race-based caucusing.
- Other tasks as identified in collaboration with the Grantmaking & Impact Director

Social Justice Fund is an Equal Opportunity Employer. Black, Indigenous, and other People of Color (BIPOC), LGBTQ people, and women are strongly encouraged to apply. We actively recruit, and support the retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.