



EXECUTIVE DIRECTOR Washington, D.C.

INTRODUCTION

Diverse City Fund (DC Fund) invests financial and social resources towards racial and social justice – funding and supporting efforts in DC, led by and rooted in communities of color to realize liberation, spark solutions, organize against oppression of all kinds, and create systemic change.

About Diverse City Fund

In the traditional approach to grantmaking, grant decisions are most often made by those who lack firsthand knowledge of the distinct communities impacted. The Diverse City Fund’s model of community-led, social justice-focused grantmaking disrupts this model with its approach to stakeholder partnerships and collective decision making:



BOARD OF INSTIGATORS (BOI)

This group of up to 15 volunteers is made up of local activists and residents, 50% or more who identify as people of color. The BOI strives to reflect the diversity of Washington, D.C. and is mainly responsible for creating the strategy, trajectory and overall management of the DC Fund.

GRANTMAKING TEAMS

A rotating group of local activists and residents who apply to participate, and receive a stipend, to collectively review applications and award grants. 100% of team members identify as people of color, and some are concurrently BOI members. Additionally, the group shares their findings and feedback with the BOI to inform organizational growth.

GRANTEES

Grassroots projects, organizations and coalitions that receive DC Fund grants, capacity building support, and participate in networking opportunities. The leadership of each group identifies as people of color, and can express interest in joining a Grantmaking Team, committee, or the BOI. Additionally, grantees provide guidance and feedback to inform organizational growth.

The Diverse City Fund in numbers (2020)

\$916K	Amount distributed over 6 grant cycles
94	Number of grantees that received funding
\$1.47M	DC Fund's organizational revenue
12	Number of grants received from foundations
5	Number of philanthropic-focused initiatives the DC Fund participated in

STAFF

The DC Fund's staff members work closely with all the other groups to carry out the DC Fund's daily operations and provide grantees with capacity building support.

DONORS & FOUNDATIONS

These are the individuals and groups that provide the DC Fund with the capital that makes the grantmaking possible. Some are also partners dedicated to working with the DC Fund to create models of giving that include impacted people in decision-making through the co-creation of learning opportunities and new funding endeavors.

Learn more about DC Fund's impact here: https://diversecityfund.org/wp-content/uploads/2021/06/DC-Fund_2020-Impact-Assessment-Report-1.pdf

ABOUT THE POSITION

In concert with the Board of Instigators and Grantmaking Teams, the **Executive Director of the Diverse City Fund** will provide staff leadership, helping ensure that the Diverse City Fund successfully delivers on its practice of community-based philanthropy. This includes a key role in finalizing the 3-year strategic plan that is currently being envisioned.

Duties and responsibilities

The internally-focused responsibilities of the Executive Director include:

- In collaboration with Board, develop annual steering and governance workplan, create annual goals and objectives to implement strategic plan, and track implementation of goals and objectives
- Implement fundraising plan in partnership with Board to maintain existing and develop new relationships with individual and institutional donors; review all proposals, applications and reports to funders; and track and monitor fundraising calendar and progress
- Assist with Board recruitment, culture and assessment
- Recruit, hire, and maintain staffing levels
- Supervise and provide performance assessments for staff
- Manage relationship with fiscal sponsor
- Oversee grants management
- Oversee program development and implementation
- Manage consultants
- Manage lease agreements for space, equipment, etc.
- Keep track of organization calendar and make adjustments as necessary
- Manage organization finances:
 - Develop and monitor budget in partnership with Board
 - Approve expenses in partnership with Board
 - Track and monitor fiscal sponsor's payments
- Attend or delegate to staff all Board meetings, including those of committees and task forces
- Provide strategic advice/technical assistance to DC Fund grantees

The externally-focused responsibilities of the Executive Director include:

- Represent DC Fund in local and national grantmaking and racial justice communities
- Promote DC Fund and participatory grantmaking model
- Promote DC Fund grantees for possible funding opportunities with other institutional and individual donors
- Keep abreast of national and local racial and social justice issues, and trends in social justice philanthropy

CANDIDATE PROFILE

The ideal candidate will possess the following:

Experience...

- Working in racial, LGBTQ+ or larger social justice organizing/advocacy community
- Managing people, multi-person groups and multiple projects simultaneously
- Working in Washington, DC
- Fundraising and navigating donor relationships
- Pursuing/administering grants from a foundation (or)
- Awarding foundation grants to community-based organizations

Understanding and analyses

- Intersectionality and how various forms of oppression and privilege overlap, interact, and affect experience and outcomes
- The work of local, grassroots, people-powered, people of color, and immigrant-led groups

Values

Candidates must share values with DC Fund, including:

- Commitment to deconstruct traditional philanthropy and construct a sector established with trust-based principles and community-led grantmaking
- Focus on strategies for advancing social change that address the root causes of injustice
- Reliance on expertise, decision-making and leadership of people directly affected by injustice
- Transparency and accountability in philanthropy

The annual salary for the Executive Director will be \$100,000. The Diverse City Fund, through its fiscal sponsor, Social Good Fund, offers a competitive benefits package, which includes medical, vision, and dental plans and a 403(b) retirement savings plan.

TO APPLY

The Diverse City Fund is partnering with POLIHIRE to find its next Executive Director. If you are interested in and prepared for this opportunity, please submit a cover letter outlining your qualifications and your resume to DCFund_ED@polihire.com.

Please include only your name (Last, First) in the subject line when submitting these materials.