

**Maine Initiatives**  
**ILO Fund Associate**  
**Job Description**

Maine Initiatives is a community-based foundation located in Portland, ME that advances social, economic, and environmental justice through informed, intentional, and collective philanthropy. We seek energetic, creative, and team-oriented individuals to join our growing team as Program Associates.

Maine Initiatives is an Equal Opportunity Employer. Our goal is to be a diverse workforce at all job levels, and we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage Black folks, immigrants, People of Color, Indigenous People, LGBTQ+ people, people with disabilities, women, formerly incarcerated people, and members of any other group that may experience adversity in hiring to apply.

**Our Vision**

We believe it is possible for our communities to be more just and equitable. We believe all members of our community have a unique and indispensable contribution to make to justice and equity in our community, including knowledge, lived experience, expertise, wisdom, voice, values, relationships, time and money. By bringing people together around the shared values of justice and equity, we create opportunities to:

- Engage and connect people with each other and with their core values
- Foster individual and collective learning about issues of justice, equity, and power
- Position people to take independent and collective action in support of greater justice and equity in Maine communities.

In so doing, we identify, mobilize, and leverage the fullest range of our community's assets and resources and use them in the service of making our state more just and equitable.

**Position Description:**

The ILO Program Associate will provide administrative and logistical support for the Immigrant-Led Organizations Program, working closely with the Program Director. This role will support three main areas: ILO Fund grantmaking, the Immigrant & Refugees Funders Collaborative, and grantee capacity building and technical assistance. The ILO Program Associate will also engage in organizational culture development with the other members of the Maine Initiatives team.

**Responsibilities:**

- Grantmaking Support - 20%
  - Drafting communications about grantmaking cycles and opportunities
  - Administrative support for grantmaking cycles, including due diligence data gathering, execution of grant mailings, administration of grant agreements, etc.

- Data entry and file management
- Support for any in-person grantmaking retreats or grantee convenings
- Immigrant and Refugee Funders Collaborative (IRFC) - 20%
  - Assist ILO Director with meeting logistics for the IRFC
  - Maintain a regular communication schedule with members of the IRFC
  - Support events planned for the IRFC, such as the Funders' Tour and others
- Grantee Capacity Building and Technical Assistance - 45%
  - Collaborate with Maine Initiatives team members to create and launch the community Tech & Resource Hub
  - Act as point of contact for community members interacting with Tech & Resource Hub
  - Monitor community needs and use of available resources, and research additional resources and tools
  - Support the ILO Director and Community Organizing & Engagement Director in conducting the Community Led Needs Assessment, including support for virtual and in-person meetings
- Other Event Support - 5%
  - Support for virtual and in-person events, meetings, or community gatherings
  - Planning assistance for ILO Program events
- Other ILO Program Support - 10%
  - Work with Communications Associate to monitor and engage with grantee social media and other communications
  - Maintain calendar of community events

### **Required Competencies:**

This role focuses on soft skills and standard computer skills.

- Strong relationship management and interpersonal communication skills
- Organization and scheduling skills
- Experience with standard office software: Google Suite, Zoom, Microsoft Office
- Experience working, volunteering, or organizing within Immigrant communities, including lived experience

### **Optional Skills and Experience:**

These are not required, but relate to duties and responsibilities associated with this role. We are willing and able to provide training to support the development of these skills.

- Experience with Network for Good, or similar database/CRM or mailing software (e.g. MailChimp, Little Green Light, Donor Perfect, etc.)
- Event planning or logistics experience
- Social media page management or administration
- Multilingual - any language(s), in addition to English

- Experience with other software such as campaign organizing tools, fundraising platforms, accounting software, task or project management tools, or others

### **Advancement Opportunities**

This position has been created to offer a career entry point into philanthropy for beginning professionals. As such, we anticipate opportunity for this role to grow as Maine Initiatives' Immigrant focused programming grows. We offer professional development funding to support this growth.

### **Work Environment**

At this time, our staff is working in a hybrid model, part remote and part in person at our office in Portland. We anticipate retaining a hybrid structure, as created by the team to meet our various needs. Day-to-day internal work is conducted in English. Our open plan office space is shared with Portland Outright and the Southern Maine Worker's Center. We provide Windows based laptops, standard accessories for the office and home office, and a stipend for personal phone use. We are committed to fostering a work environment that supports all members of our team.

### **Compensation**

This role is a full time, salaried position with benefits. The salary for this position is \$55,000. Benefits include: 30 days of paid time off and 11 paid holidays; individual employer-provided health, vision, and dental insurance; long-term disability insurance; life insurance; commute and personal device use stipends; professional development funding; and a defined contribution retirement plan with employer match.

### **To Apply**

Please send your resume/CV and a brief cover letter (approximately 300 - 600 words) to [work@maineinitiatives.org](mailto:work@maineinitiatives.org). Applications will be accepted through November 13, 2022; application review will begin on November 14, 2022. We anticipate this position beginning full-time on or near January 1, 2023.