Bread & Roses Community Fund Seeks Program Associate

Do you want to help grassroots community groups get the funding they need to create real change in the Philadelphia region? Can you discuss the nuances of racism, classism, and community organizing in ways that are easily understood? Do you have impeccable attention to detail? Are you known for motivating and managing volunteers? Are you a strong facilitator who loves working with groups?

Bread & Roses believes in change, not charity. We organize donors at all levels to support community-based groups in building movements for racial, social, and economic justice. We support movements and their leaders through fundraising, grantmaking, capacity building, and convening. We fund groups led by the people most affected by injustice, that have a long-term vision, and use community organizing as a strategy for change. Since our founding in 1977, Bread & Roses has helped channel more than $30 million to local groups powering change.

The Program Associate is responsible for supporting Bread & Roses Community Fund's programs including community-led grantmaking, capacity building and training, and convenings like Town Halls and other community events. Activities include facilitating Community Grantmaking Committees and Giving Projects, community outreach and recruitment, providing political education and other trainings, organizing donors and coaching volunteer fundraisers, and grants administration. This position reports to the Director of Programs.

Key Responsibilities

- Build Bread & Roses' base through community outreach, recruiting Community Grantmaking Committee and Giving Project members, planning events and meetings, and supporting constituents in moving through pathways to leadership.
- Coordinate and facilitate political education and training opportunities for grantees, donors, and other constituents that engage multiracial, cross-class, gender diverse, and intergenerational groups while centering Bread & Roses's values and community-led approach.
- Manage administrative processes related to grantmaking, including scheduling, preparing materials for review, maintaining up-to-date and accurate records, and documenting processes.
- Serve as team lead for specific projects by managing workplans, delegating responsibilities, and documenting processes.
- Actively support program implementation by coordinating meeting logistics, participant communications, materials, and documentation.
- Build meaningful, sustained connections with grantees, applicants, and donors to promote Bread & Roses and increase community engagement; serve as a key point of contact for relevant programs.
- Participate in all aspects of grant administration, including application processing and technical review for eligibility.
- Provide coaching and technical assistance for grant applicants and other prospective grantees around eligibility requirements and our community-led grantmaking programs. Proactively communicate with applicants about the status of their proposal and (as requested) provide feedback to applicants who are not funded.
- Maintain up-to-date knowledge of grantee campaigns and victories in order to regularly share the

impact of Bread & Roses' grantmaking and other programs with donors and other stakeholders through our print and electronic newsletters, funder reports, staff and board meetings, and community speaking events.

Required skills and experience

- **Mission alignment:** Share Bread & Roses Community Fund's vision of collective liberation and core belief that direct action community organizing and social movements are the key strategies for achieving justice.
- **Professional experience:** Five or more years of previous full-time professional experience, including at least three years in community organizing, donor organizing, community engagement and base building, nonprofit fundraising, program management, social justice philanthropy, or related work.
- **Facilitation and training:** Experience designing and facilitating workshops, trainings, or learning spaces, preferably using anti-oppression education or popular education approaches.
- **Ability to build relationships**: Demonstrated capacity to quickly connect, build trust, and develop authentic connections with people from a variety of backgrounds; strong active listening skills.
- **Administrative capacity:** Strong, detail-focused project management and organizational skills grounded in effective use of workplace software and collaboration tools like Microsoft Office, Excel, Outlook, and CRM systems.

Location

This role is full-time, 40 hours per week (generally Monday through Friday, 9:00 a.m. to 5:00 p.m.), and is based in Bread & Roses's Center City Philadelphia office. Occasional regional travel (>5%) may be required. Regular evening and weekend work is expected during active fundraising and programming seasons. The working schedule will be flexed to accommodate evenings and weekends when needed.

Compensation

The salary range for this role is $56,122-$69,287. The benefits package includes generous paid time off plus a weeklong office closure during the summer; 100% employer-paid health, dental, and vision coverage; short- and long-term disability and life insurance; FSA for health and childcare expenses; an employer-paid health and wellness fund; 401(k) with up to 8% employer match; and more.

How to Apply

We strongly encourage Black people, indigenous people, people of color, women, LGBTQIA+ people, elderly people, people with arrest and conviction records, and people with disabilities to apply.

Email a resume and cover letter as one pdf to jobs@breadrosesfund.org with "Program Associate" in the subject line. No phone calls, please. The deadline to apply is October 23, 2026. We appreciate all applicants, but we can only respond to those best qualified for the position.