



**Job Title:** Operations & Grants Manager

**Organization:** Moving Forward Network (MFN)

**Location:** Remote

**Position Type:** Full-time, Exempt

**Reports To:** Operations Director

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## Operations & Grants Manager

### POSITION SUMMARY

The Operations & Grants Manager plays a key role in sustaining MFN's environmental justice infrastructure by managing all aspects of grants administration, funder relationships, and internal operations support. Working closely with the Operations Director, Executive Director, the Windward Fund (our fiscal sponsor), and the MFN team, the Operations & Grants Manager ensures compliance with grant requirements, supports fund development efforts, and strengthens internal systems that keep our grassroots-led national network thriving. This cross-functional position is suited for a detail-oriented, self-directed individual with strong writing, fiscal tracking, administrative, and relationship management skills—and a deep commitment to environmental and climate justice.

### Background

The Moving Forward Network (MFN) is a national network of over 50 member organizations that centers grassroots, frontline-community knowledge, expertise, and engagement from communities across the US affected by the global freight transportation system. MFN builds partnerships among community leaders, academia, labor, environmental organizations, and others to protect communities from the impacts of the global freight system. Its diverse membership engages in integrated and geographically dispersed advocacy strategies that incorporate organizing, communications, research, legal and technical assistance, leadership development, and movement building. These strategies respect multiple forms of expertise and builds collective power by facilitating information sharing, coordinating communications strategies, sharing advocacy tools, leading research, hosting peer-to-peer trainings, and convening local, regional, and national workshops and movement-building activities. MFN also supports and coordinates national policy campaigns for itself and its allies.

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## **KEY DUTIES AND RESPONSIBILITIES**

### **Grants Management & Fund Development**

- Manage a portfolio of current grants from private foundations and institutional donors, including:
  - Track grant deliverables, narrative and financial reporting deadlines.
  - Draft and finalize written narrative reports with input from MFN staff and the fiscal sponsor.
  - Support budget modifications, no-cost grant extensions, and other funder communications.
  - Coordinate verbal grant reports and document outcomes.
- Maintain a grants calendar and internal funder files.
- Draft funder correspondence and requests in coordination with the Executive Director.
- Schedule and prepare for funder meetings, including briefing materials and post-meeting notes.
- Track and document all submitted proposals, reports, and funder communications.
- Assist with identifying new funding opportunities and coordinating proposal submissions.
- Support development of internal fund development documents such as one-pagers and summaries.

### **Operations & Financial Management**

- Work with the Operations Director and fiscal sponsor to track grant expenditures and ensure funds are used in compliance with grant agreements.
- Assist in the preparation of budgets and financial reports for grant proposals and funder reports.
- Ensure timely communication and coordination between MFN and the fiscal sponsor, particularly related to grants, finance, and compliance.

- Provide administrative support for project and grant-related workflows (e.g., invoicing, contract execution, reporting reminders).
- Support cross-team coordination by managing internal planning timelines related to fundraising and operations.
- Share timely updates with staff on the status of grant funds, deliverables, and fundraising efforts.
- Help maintain internal tracking systems related to contracts and payments, fundraising and grants, and budget tracking updates.
- Support the Operations Director during annual budget development and approval processes.
- Coordinate travel and support event planning, including lodging, documentation, and local transportation logistics for network members and staff.
- Support the Operations Director when interfacing with the fiscal sponsor's administrative team: take meeting notes and follow up on assigned tasks.

#### **Organizational Support & Administration**

- Collaborate with the Executive Director and Operations Director on overall grant and operations strategy.
- Participate in staff meetings and retreats to support team alignment and coordination.

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## **QUALIFICATIONS**

### **Required:**

- At least 3 years of experience in nonprofit grants management, development, or operations.
- Excellent budgeting and finance skills; experience creating and managing budgets and producing financial reports.
- Strong organizational, internal systems management, time management, and follow-through skills.
- Highly proficient at managing multiple deadlines and coordinating across teams.

- Proficiency in Google Workspace (Docs, Sheets, Calendar), Adobe Acrobat Professional, Microsoft Office (especially Excel), and Zoom.
- Commitment to racial, environmental, and climate justice.

**Preferred:**

- Familiarity with foundations that support environmental justice, climate justice, or grassroots organizing.
  - Experience working with fiscally sponsored projects.
  - Excellent writing and editing skills; experience drafting grant reports and proposals.
  - Background in movement-building or grassroots policy advocacy organizations.
  - Experience working with national organizations and coalitions to drive policy change.
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## **ADDITIONAL QUALIFICATIONS**

***Travel and Flexibility:***

- Ability to travel over multiple days as needed.
- All travel will follow current COVID-19 safety protocols, including guidelines from public health authorities and organizational policies. Precautions may include the use of PPE, social distancing, and vaccination or testing requirements.
- Flexibility and adaptability to working in a fast-paced, evolving environment with competing needs and limited resources.

***Interpersonal Skills:***

- Strong interpersonal skills and experience working with or on behalf of communities from diverse cultural and linguistic backgrounds.
- Ability to motivate, direct, and organize people to engage in shared projects and programs.
- Commitment to accountability, transparency, and working in alignment with MFN's mission, values, and guiding principles.

***Organizational and Management Skills:***

- Strong problem-solving skills and the ability to make sound decisions under pressure.

- Proven ability to work independently with minimal supervision, set priorities, and efficiently organize work to meet deadlines.

***Additional Skills and Knowledge:***

- Familiarity with the current political, legal, and regulatory trends related to freight transportation, environmental justice, energy, and climate justice.
  - Ability to speak, write and read additional language(s) besides English, preferably Spanish.
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## **COMPENSATION & BENEFITS**

**Salary:** \$85,000-95,000 annually

**Comprehensive benefits package that includes:**

- 100% employer-paid health, dental, and vision insurance for employees and their families.
- 401(k) plan eligibility, including a 3% automatic employer contribution and up to 3% employer match.
- Pre-tax transportation benefits.
- 200 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually.
- 13 paid holidays annually.
- 12 weeks of paid family and medical leave after 90 days of employment.
- Professional development opportunities.
- MFN will supply office infrastructure or financial support for remote work needs.

## **LOCATION, ACCESSIBILITY, AND WORKING CONDITIONS**

This is a fully remote position. Daily work will require extended computer use and collaboration through Zoom, email, and other digital platforms. MFN will provide a computer and necessary equipment to fulfill job responsibilities. Occasional travel is required for staff activities, fund development, public speaking, or related events.

### **Hiring Statement**

The Moving Forward Network is a project of the Windward Fund, a 501(c)(3) public charity that incubates innovative public-interest projects and grant-making programs. Windward is committed to attracting, developing, and retaining exceptional people in a dynamic and rewarding work environment. We respect and

value the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

### **E-Verify**

Windward participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.

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**To apply**, please send your resume, a cover letter, and at least three references to [info@ movingforwardnetwork.com](mailto:info@movingforwardnetwork.com) with the subject line: Operations & Grants Manager Application – [Your Name]. **Applications are due by midnight August 22, 2025.**