

JOB ANNOUNCEMENT: GRANTS MANAGER

POSITION SUMMARY: The Grants Manager will be an integral member of the Programs Team and will work closely with the Programs staff to implement key aspects of grantmaking, grantmaking data and software management, financial record keeping and reconciliation, along with coordination of the participatory grantmaking process. Specifically, the Grants Manager will work under the Manager of Grants and Operations, to facilitate efficient grantmaking processes, maintain accurate grantee-partner data and ensure successful operation of the participatory grantmaking committee. The ideal candidate will have experience in online database management, preferably in a foundation or nonprofit setting and the ability to review and create qualitative and quantitative reports.

KEY RESPONSIBILITIES:

Grantmaking

- Oversee and implement key aspects of grants management, to ensure efficiency in the Foundation's annual grantmaking of \$11 million.
- Implement grantmaking workplans to ensure Programs Team is on track to meet deadlines
- Complete due diligence review of grant applications, identifying compliance issues for the team and providing guidance to applicants
- Implement grant expense authorization process, in coordination with the Finance Department to ensure timely grant payments
- Lead in communications and processing of strategic discretionary grants
- Coordinate end of grantmaking cycle debrief sessions; disseminate proposed improvements for future cycles
- Documentation and organization of grant files in preparation for annual audit
- Fielding and responding to inquiries to the Programs Department

Data Management

- Grantee Partner Data Management - review and updating of records in online grants management system, Fluxx, to ensure that the Programs Department has timely access to accurate records for tracking, analysis and decision-making purposes
- Grantmaking Data Analysis – downloading and analysis of grantmaking data from Fluxx, dockets, and other sources to create products for review by internal and external stakeholders
- Conduct qualitative and quantitative analysis of Participatory Grantmaking survey data and present on findings at grantmaking cycle debrief
- Research best practices data management for grantmaking

Software Management

- Maintain and implement grantmaking operations via various software platforms, including Fluxx, Docusign, Guidestar and Microsoft Planner

- Troubleshoot and resolve minor technical issues in Fluxx
- Creation and maintenance of grant application templates and other components in the Fluxx admin panel
- Provide technical assistance for staff and grant applicants
- Research best practices and applications for grantmaking and project management software

Financial Management & Recordkeeping

- Recording and tracking of expenditures for Programs Department and Collaborative Funds
- Conduct weekly check-ins with Finance on grantmaking matters
- Monthly reconciliation between Programs and Finance grantmaking records

Volunteer Management

- Research and implement recruiting pipelines to establish a qualified, diverse volunteer base for The Foundation's participatory grantmaking committees
- Maintenance and updating of Participatory Grantmaking Management and Implementation manual for staff
- Aggregation of committee applicant data for staff review and selection
- Event planning and logistical support for in-person committee meetings

PROFESSIONAL EXPERIENCE:

- Bachelor's degree preferred
- Experience in a grantmaking institution, specifically in grants management is preferred
- Experience in supporting and maintaining online databases, portals; preferably grants management software; ability to maintain and troubleshoot around critical features, such as dashboards, forms, templates, reports
- Experience working with data to ensure data integrity, and create qualitative and quantitative reports
- Confidence in working with numbers, specifically related to creating and maintaining budget projection and tracking documents
- Proficient in Microsoft Office 365, including high proficiency in Microsoft Excel and familiarity with Microsoft Planner, Sharepoint and other Microsoft applications
- Excellent organization skills, strict attention to detail, accuracy, follow-through and commitment to high-quality work.
- Excellent verbal, and written communication skills.
- Strong judgment. Demonstrated ability to think and work independently and effectively plan, prioritize, follow through, and track multiple projects under deadlines in a fast-paced environment.

HIRING POLICY:

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally

protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

[Or via mail to:](#)

The New York Women's Foundation
39 Broadway, 23rd Floor
New York, NY 10006
Attention: Human Resources

NO TELEPHONE CALLS PLEASE.