Grants Manager
Statewide
position description

ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a Grants Manager to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Grants Manager ensures the quality, timeliness, and consistency of all aspects of grants management. The Grants Manager is responsible for managing the flow of grant-related transactions and maintaining the integrity of the grants management system. The Grants Manager makes certain that all grant-related business processes reflect the needs of grantees and the values of the Foundation. The Grants Manager reports to the Finance and Administration Director and works closely with the grantmaking and accounting teams.

This is a full-time, exempt position that can be located remotely (within Washington) or at any of our current or future offices. Periodic early morning, evening, and weekend hours will be required, and occasional statewide travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Administer all components of grants processing and management
- Oversee the CRM/grants management database and provide ongoing training to staff
- Optimize the functionality of the grants management system through regular system improvements
- Prioritize accessibility needs of grant applicants
• Design and update grantmaking forms, including correspondence, applications, and reporting
• Develop quality control procedures to safeguard grants data
• Establish, maintain, and document grant-related business processes and workflows
• Oversee due diligence processes and documentation in compliance with IRS regulations and Foundation-specific policies and practices
• Communicate with grant applicants on routine inquiries related to the application process and material submissions
• Track and monitor grants, ensure all pre- and post-grant requirements are met, and create and monitor payment and reporting schedules
• Troubleshoot grants management system issues for applicants, grantees, and staff
• Use data analysis and visualization tools to interpret the Foundation’s grantmaking
• Contribute one’s own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
• Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

• A deep commitment to equity and social justice, and strong alignment with our organizational values
• Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences
• Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
• At least five years of experience in grants administration (or a closely related function), and at least three years of experience in a grants manager or director role
• Excitement about data management and customer service
• Experience creating and updating grantmaking workflows, policies, and procedures
• Ability to create and implement manual grantmaking processes to meet accessibility needs of applicants
• Proficiency in grants management systems (preferably foundationConnect or similar system)
• A strong desire to learn about the needs of communities across the state who are most impacted by structural inequities
• An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
• Humility and curiosity, and an understanding of how these qualities are connected to success in this role
• Demonstrated capacity for self-reflection
• Good verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
• Advanced Excel skills, proficiency with other Microsoft Office products and Adobe (Acrobat DC), and the ability to adapt to new technologies
• Ability to take part in occasional meetings and events outside of core business hours
• Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5% for this position)
COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is $110,000 to $130,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation’s work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our applicant portal. Priority will be given to applications submitted by May 29, 2020. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!