

# GROUP HEALTH FOUNDATION

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## Grants Manager Washington State position description

### ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to shape and accelerate efforts to improve health equity and advance community aspirations for a vibrant, healthy future in Washington. We are hiring a **Grants Manager** to join our expanding team.

**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 multicultural 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 that grantmaking operations align with and advance the Foundation's values and fierce commitment to centering grantees in our work. The Grants Manager co-leads the work of a growing grantmaking operations team alongside another Grants Manager. Collectively, the Grants Managers oversee a range of work, including knowledge management, grantmaking workflows, data systems, and reporting & compliance.

Grants Managers report to a Vice President of Programs and supervise Grants & Data Administrators. We expect to hire at least one additional position on the grantmaking operations team in 2022-2023. As an embedded part of the Foundation's programs team, Grants Managers work closely with program management, grantmaking, and policy & advocacy staff. They also work closely with colleagues in finance, communications, learning & community engagement, leadership programs, and the office of the CEO.

**This is a full-time, exempt position that can be located remotely (within Washington) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2022.** Some early morning, evening, and weekend hours will be required, and regular statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

## PRIMARY RESPONSIBILITIES

- Co-lead the grantmaking operations team in partnership with the other Grants Manager, ensuring the Foundation's core philosophies are built into the daily practices of grantmaking operations
- Champion a grantee centered culture by designing and implementing grantmaking practices centered on the needs of communities most often overlooked by philanthropy
- Develop and document grantmaking practices that center the needs of applicants and grantees led by people with disabilities and people who communicate in languages other than written English
- Partner with portfolio teams to manage grants through the full grant lifecycle, from proposal submission to grant closure
- Implement and improve internal communications, reporting, and training practices to ensure that Foundation stakeholders have the information, tools, and resources to support grantees
- Review grant recommendations and supporting documentation, ensuring that grants move expeditiously through the review and approval process, with a particular focus on timeliness, quality, and consistency
- Conduct due diligence processes in compliance with IRS regulations and Foundation-specific policies and practices
- Partner closely with portfolio and legal staff to ensure that all administrative, legal, and tax compliance requirements of grants are met
- Provide counsel and support to staff who are working through potential complexities with a grant or grantee (for example, questions about organizational status, reporting requirements, and amendments)
- Coordinate regular grant payments with the finance department to ensure timeliness and accuracy
- Track and monitor grants, and ensure all pre- and post-grant requirements are met
- Design and update grantmaking forms, including correspondence, applications, and reporting
- Create, update, and document grant-related business processes and workflows
- 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 at a private foundation, community foundation, or other grantmaking organization
- Excitement about data management and customer service
- Experience creating and updating grantmaking workflows, policies, and procedures that prioritize accessibility and positive experiences for staff and applicants
- Proficiency in grants management systems (preferred: Fluxx, GivingData, and/or Salesforce)
- Comfort and experience working with and presenting large data sets (preferred: experience with data visualization and visualization software)

- Preferred: Experience with grantmaking or contributions to political campaigns or funding policy advocacy work
- 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
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Advanced Excel skills, proficiency with Microsoft Office (Outlook, Word, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- 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 [online application portal](#). Priority will be given to applications submitted by **Friday, January 28**. 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!**