

POSITION ANNOUNCEMENT

GRANTS MANAGER

CLOSING DATE: November 9, 2018

Earlier Submissions Encouraged

Reports To: CFO (Dotted Line: Dir. of Measurement and Evaluation)

Location: San Francisco

## THE FOUNDATION

The Stupski Foundation is spending down all its assets by 2029 to make the greatest possible change in San Francisco and Alameda Counties today. To address some of the Bay Area's biggest challenges and ensure that people in every neighborhood, of every background, at every age, can live with dignity and seize opportunities in our region, the Foundation's issue areas include Postsecondary Success, Food Security, Serious Illness Care, and Healthy Brain Development. The Foundation follows an agile evidence-based approach. Between 2016 and 2017, it focused on what were the largest problems to address in each issue area. In 2018, its focus is on how best to solve for those challenges. 2019 onwards, the Foundation will determine what the most effective strategies are and which organizations carry out the strategies most successfully.

While working expeditiously to create impact, the Foundation's team maintains a collaborative and humorous culture of empowerment and continuous learning. The Foundation seeks candidates who can contribute to that culture and demonstrate commitment to a diverse, equitable and inclusive environment for employees, partners and grantees.

## THE POSITION

The Grants Manager will be responsible for all components of grants processing and integrating its work with the other foundation staff. This position will monitor grant management operations to ensure overall high quality and timeliness of grants processing, management and administration across programs. The Grants Manager will be able to use their resulting cross-program knowledge to support efficient operations that further the goals and values of the Foundation and its staff.

## KEY RESPONSIBILITIES

**Grants Management:** Work with program staff to move and track grants through grant recommendation, approval, reporting and transition processes.

### *Salesforce:*

- Oversee Salesforce database for grants management
- Operate as the main Salesforce Administrator and oversee Salesforce system updates, necessary changes and customizations, troubleshooting system issues, data backups, etc.
- Train staff and consultants on Salesforce and keep the team up to speed on new functionality
- Manage Salesforce and related system vendors (roundCorner, Exponent, Cirrus Insight, etc.)
- Manage all Salesforce related software licenses, issuance, decommissioning and renewals
- Maintain Salesforce contact database and oversee Executive Administrator who inputs contacts
- Assure integrity of data

### *Grant Processing:*

- Provide recommendations on best practices and customizations to grants and knowledge management platforms
- Provide clear and concise grants administrative policies and procedures for grantees and staff
- Ensure platforms are efficient and responsive to both the team and grantees' needs
- Provide links between program, finance, and other administrative staff so that all foundation activities are smoothly implemented and operated
- Work with the CFO to draft grant agreement templates, ensuring legal compliance
- Work with the CFO and program staff to execute new grants
- Work with Director of Measurement and Evaluation to set and monitor grantee reporting metrics and support the evaluation of grant programs at an issue area level
- Update grants management process manual and train foundation on procedures
- Undertake special projects as assigned or initiated

### **Knowledge Management:** Work with the team to implement and ensure ongoing knowledge management.

- Oversee the Foundation's knowledge management systems (Google Drive, Salesforce, project management tools, etc.)
- Implement knowledge management processes and best practices and ensure staff is trained and following protocols established
- Work with the CFO to manage IT Consultants on technology systems and data integrity

### **QUALIFICATIONS OF SUCCESSFUL CANDIDATE**

- Minimum of 5 years of professional experience in relevant sectors such as philanthropy or non-profit
- Has a Bachelor's degree; Master's degree is a plus
- Knowledge and application of best practices in grant making
- Experience with Salesforce, grants management software, and information technology skills
- Demonstrated experience in formulating and implementing policies and procedures
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action
- Basic understanding of IRS and foundation-specific regulations
- Strong communicator with program and finance staff and grantees
- Strong organizational skills and ability to multitask
- Proactive in identifying and fulfilling team or project requirements
- Innate curiosity and willingness to learn

### **COMPENSATION**

The Salary Range for this position is commensurate with qualifications and experience, including a comprehensive benefits package.

### **APPLICATION INSTRUCTIONS**

To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to [stupski@walkeraac.com](mailto:stupski@walkeraac.com) on or before 5:00 p.m. on Friday, November 9, 2018. Use the subject line: Grants Manager. Submit Microsoft Word or PDF files only (PDF files are preferred). Resume review begins immediately. *Questions?* Contact Constance Walker, Walker and Associates Consulting, at (510) 834-2341 or [cwalker@walkeraac.com](mailto:cwalker@walkeraac.com).