



Job Description: Grants Management Associate

Organization Background

GHR Foundation is pioneering design-build philanthropy to create change with our partners around the world in the areas of global development, education and health.

Founded in 1965 by Gerald and Henrietta Rauenhorst, GHR collaborates with a community of thought leaders to exchange ideas and locally-driven solutions, anchored in responsibility and the knowledge that we are all deeply connected. With our partners, we meet each challenge with creativity and optimism because we have seen the impact possible through design-build philanthropy.

Position Summary

The grants management associate is a critical team member supporting organizational efforts around grant-related data integrity, legal and financial compliance, system and process efficiency, high quality customer service, and continuous improvement. The associate implements grants management policy and processes, supports and guides system users (internal and external), conducts routine and complex system reporting and designs and leads special projects as assigned.

Reporting and Collaborative Relationships

The grants management associate reports to the grants manager and takes direction from and has a dotted line relationship to other staff as assigned.

Primary Responsibilities

1. Grants processing and operations (60%)

Coordinates multiple work flows and data management for 400+ grants annually for four private foundations with a high degree of accuracy and efficiency. Tasks generally include:

- a. Process grant applications including distribution of applications, receiving and verifying completeness of proposals, entering critical data, performing necessary compliance checks, and providing timely updates to applicants and staff
- b. Process grant awards and declinations including accurate entry of any changes, generating payments and requirements schedules, and generating, distributing, and processing award agreements and letters or decline notifications
- c. Maintain and track payment and requirement schedules including processing payments, generating requirement reminders, following up on late requirements, communicating with grantees and staff, and intaking reports
- d. Respond to applicant, grantee and staff questions regarding proposal status, subsequent payments, and other grant inquiries
- e. Create and maintain grant files and documents, close and archive as-needed in accordance with records retention practices
- f. Manage intake and application forms, update database fields, and maintain templates

- g. Test and support grant management system upgrades
- h. Works with staff and grantees to troubleshoot and remedy data and system issues in a timely and constructive manner

2. Data quality, compliance and reporting (20%)

Monitors system data to ensure integrity, quality and compliance with applicable legal, audit, and foundation requirements. Generates routine and ad hoc system reports involving simple and complex queries. Tasks generally include:

- a. Conduct regular audits of the grants management database and reconciles data with various teams
- b. Prepare monthly, quarterly and annual reports using system data to support compliance monitoring and program reporting for internal and external audiences
- c. Prepare for and support accounting team with annual financial audit
- d. Respond to periodic benchmarking surveys on behalf of the organization

3. Training (10%)

Maintains staff training material focused on grants management systems, policies and procedures. Develops and maintains the grants management manual(s), user guides, and ad hoc training content. Onboard and deliver staff training on tools, processes and grants management subject matter.

4. Other duties as assigned (10%)

From time to time, special projects arise aimed at continually improving our operations and responding to internal/external needs. The following are meant to serve as examples of what other assigned duties may look like, with support and guidance from upper management and peers.

- a. Participate in the assessment and recommendation of tools to maximize grantmaking efficiency and effectiveness, including new software systems and/or upgrades to existing systems
- b. Complete data migration and cleanup projects
- c. Research, outline and present to internal team on best practices relevant to the grants management field to increase efficiency and effectiveness
- d. Participate in trade and sector groups with best-practice and knowledge sharing

Qualifications

The grants management associate has a bachelor's degree with five or more years of experience in program, finance, and/or grants administration with preference for three to five years of data management or accounting/audit experience. This position requires an analytical, detail-oriented, self-motivated individual who appreciates how critical data integrity and sound process are to effective operations. The individual possesses the following qualifications:

- Knowledge of and ability to apply best practices in grant making
- Basic understanding of current regulatory requirements related to private foundations
- Knowledge of database systems, ideally grants management software. Experience with GivingData a plus
- Strong computer skills, including advanced use of MS Office and Excel; working knowledge of Power BI or other data visualization software preferred
- Proven abilities in analytics and reporting
- Excellent communication (written and verbal)
- Excellent interpersonal skills; a genuine desire to help others; diplomatic style; attentive listener; ability to interact with people of diverse backgrounds with poise and professionalism
- Quick learner with impeccable attention to detail and demonstrated ability to multi-task

- Detail-oriented with strong organizational skills; ability to set priorities and work in a self-directed fashion making optimal use of time
- Exceptional maturity and high degree of sound judgment; ability to work in a collaborative, team environment where flexibility and adaptability are highly valued; experience handling highly confidential matters in an appropriate manner and working in a client-focused organization and/or a family foundation
- Willingness and flexibility to handle issues outside of stated job description when need arises; positive attitude and a commitment to being part of and building an encouraging work environment

Working Conditions

This is a typical office environment in which employees use office equipment like personal computers, fax machines, copiers, telephones; stand or sit at a desk for long periods of time (2-3) hours; may need to lift and move documents and supplies (not to exceed 25 lbs.); and bend to file or retrieve documents.

To Apply

Send cover letter and resume to jlynch@ghrfoundation.org by March 31.

GHR is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, sex, national origin, disability, age, genetic information, or any other status protected by state or local law for an individual who falls within the jurisdiction of such law.

We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.