

PRINCE

CHARITABLE TRUSTS

Position Title: Grants Manager

Location: Washington, DC

Reports to: Co-Executive Director, DC

Status: FT non-exempt employee, hybrid

Application: Cover letter and resume sent to PCTApplication@princetrusts.org

Deadline: 1/12/2024 for best consideration

ABOUT US:

Prince Charitable Trusts is a family foundation with grantmaking programs in the Washington, DC region; Chicago, Illinois and, Newport, Rhode Island. Total giving is approximately \$6.5M annually, focusing on supporting community leaders to drive solutions that lead to equitable, resilient, livable, and vibrant communities. We are a people-centered workplace and strive to maintain a culture of compassion, curiosity, and humility. Please visit princetrusts.org for more information.

ABOUT YOU:

You thrive in a collaborative work environment that is grounded in mutual support and respect. You appreciate diverse lived experiences and perspectives and understand that creativity and flexibility may be required to support the differences. You're fulfilled in a job that requires an analytic ability to develop efficient processes and approach work with an equity mindset and prioritize listening and learning from others.

ABOUT THE POSITION:

The Grants Manager for the DC program creates a culture that values the importance of an efficient, flexible, and technology-based grants management processes. They lead, manage, and execute the DC grantmaking processes and policies that lead to continual improvement. The Grants Manager also provides general operational support and administrative support for Co-Executive Director in DC and CFO.

WORK SCHEDULE:

This is a hybrid work position, with two days per week in the DC office and up to 3 remote days per week on a regular basis (approval of schedule required). Evening and weekend work is rarely required.

COMPENSATION:

The salary range is \$80,000 - \$87,000. Generous benefits include three weeks paid vacation the first year, Employer-paid medical, dental, vision, life and long-term disability coverage, 401(k) plan with a 10% employer contribution, and professional development opportunities.

CORE RESPONSIBILITIES:

Grants Management (approximately 70% of the position)

- Serve as the DC program point person on the grants management system (Akoya). Stay informed of updates and best practices. Process applications and grant data in compliance with the law. Track multiyear payments, grant contingencies, and reporting requirements. Develop and generate grant reports and forms and conduct data analysis. Work closely with the program staff tracking and closing grants;
- Serve as the first response to applicant and grantee questions regarding the application process,

proposal status, subsequent payments, and other administrative inquiries. Provide timely and compassionate service in response to inquiries;

- In collaboration with the Senior Grants Manager, implement policies, processes, and systems on grants information and data management, due diligence requirements, best practices, and database coding; ensure quality control;
- Serve as lead coordinator of the DC program's board materials, generate Board Books, and reports for the Board of Directors and committee meetings; ensuring follow-up documents are signed by the board, staff and grantee partners in adherence to laws;
- Work with the Senior Grants Manager and CFO to ensure grant management system is accurate and effectively supporting program, finance, and administrative requirements and to reconcile program budget at the end of each fiscal year.

Operations and Administrative (approximately 30% of the position)

- Serve as office manager and provide administrative support to the Co-Executive Director and staff in DC;
- Support the CFO in the review of approved vendor payments, employee expense reports, bank reconciliation reports and related on-going accounting tasks;
- Provide basic IT support, and serve as a liaison with the organization's outside IT vendor;
- Manage the organization's technology and equipment and ensure that all staff have up-to-date hardware, software, and training to use technology effectively organization wide;
- Provide basic website updates, manage social media and support external communications.

Other

- Participate in required staff and Board meetings;
- Participate in educational opportunities and professional networks;
- Coordinate partner meetings and special event logistics;
- Attend community and partner meetings as needed and as interests align;
- Other special projects and other duties as assigned.

DO YOU POSSESS THESE EXPERIENCES AND QUALITIES?

- Minimum of five years of data management experience in nonprofits or a foundation: entering, monitoring, and manipulating data for evaluation and analysis;
- Excellent analytic skills, ability to assess and synthesize complex information, and briefly summarize the essence of issues and means to address them;
- Experience in planning and executing work effectively without daily oversight from a supervisor;
- Previous project management experience and a proven ability to meet deadlines;
- Previous experience and mastery of moving effectively between the big picture and meticulous work required by the position;
- Experience working effectively with diverse constituencies, personalities, and viewpoints;
- Previous experience providing basic IT desktop support;
- Strong software, computer, and social media skills (Word, PowerPoint, Excel);
- Ability to communicate information accurately, listen effectively, and ask questions;
- Brings a broad skill set to the position as well as an interest in a philanthropy-related career
- Keen attention to detail and brings an optimistic approach to work
- Awareness of and continuously addresses one's privileges, biases, and cultural preferences and how they impact collaboration;
- Comfortable working independently and as part of a team.

We are committed to building a diverse and inclusive organization and are most interested in finding the best candidate for the job. That candidate may come from a background less traditional to our field of work, and that's just fine. We strongly encourage interested candidates to apply.

OUR DIVERSITY AND EQUAL OPPORTUNITY CORE VALUE:

- Prince Charitable Trusts is committed to a fair and equitable workplace where everyone is a valued member of the team.
- Prince Charitable Trusts is committed to equal employment opportunity and to compliance with applicable local, state, and federal antidiscrimination laws which prohibit discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, religion, age, ancestry, marital status, protective order status, military status, sexual orientation, gender identity, gender expression, work authorization status, pregnancy and the potential or intention to become pregnant, AIDS/HIV status, medical condition, status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, lack of a permanent mailing address or a mailing address that is a shelter or social services provider, and use of lawful products outside of work during non-working hours
- We do not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

HOW YOU CAN APPLY

- Please send a cover letter that highlights why you would be a good fit for this particular position, your resume, and where you learned of the position to: PCTapplication@princetrusts.org
- Incomplete applications will not be considered
- Start date January-Feb 2024