Job Description: Grants Manager

Profile

The Meyer Foundation is working toward a vision of a just, connected, and inclusive Greater Washington community in which systemic racism and its consequences no longer exist. We support organizations that are building power to achieve a racially and economically just Greater Washington region.

Meyer annually approves approximately 175 grants totaling more than $9 million and manages grants and reporting with over 200 active grantee partners. Meyer's grants management team designs and coordinates grantmaking processes and practices that are foundational to how Meyer lives its values and pursues its mission.

We seek to hire a Grants Manager to manage Meyer's grantmaking process in a way that aligns with our mission, values, and strategies. The person in this position will work collaboratively with staff across the Foundation to ensure timely and thorough completion of all stages of workflows from initial inquiry and application to award, payment, reporting, and closeout. The Grants Manager ensures data integrity, facilitates the use of technology to support grantmaking, and provides transparency and accessibility about grants information for staff and external partners. This full-time exempt position works in close collaboration with and reports directly to the Grants Director.

We are seeking someone who has experience with grants management and philanthropy. A strong candidate will be an analytical thinker, a problem-solver who is curious and excited about digging into data, and a skilled communicator, able to access and interpret data, and communicate with and train various audiences.

Cultivating a team that embodies the diverse experiences of the Greater Washington region is essential to our mission and values. We strongly and sincerely encourage applications from people of color/of the global majority, immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

Salary: $95,000.00

How to Apply

To apply for the Grants Manager position, submit your application here after reading the information below.

To complete the application, you will need to upload your resume and provide brief responses to the following questions. Please do not include a cover letter.

1) What about this position appeals to you and aligns with your career direction or goals?
2) How would you describe your knowledge of and experience in grants management and grantseeking and/or grantmaking?
3) How would you describe the role that grants management plays in fulfilling the vision of a grantmaking institution?

Responsibilities

Grants Management

- Manage day-to-day grants process, including application intake, review, award, reporting, and close out, in a timely manner.
- Conduct due diligence and ensure compliant grantmaking.
- Document and train staff in grants procedures.
- Work in partnership with Grants Director to improve and innovate processes and policies.
- Provide data reporting and analysis for internal and external audiences.
- Communicates with applicants and grantee partners to facilitate their relationship with Meyer and the use of Meyer's online systems.
- Create and maintain integrity of electronic grant files that meet legal, auditing, and other internal requirements.
- Participate in work of the Community Partnerships and Strategy team to ensure alignment with Meyer strategy.
- Participate and learn from the broader philanthropic learning community of grants management professionals.
- Provide project support to Grants Director as assigned; initiate and oversee other activities and projects as assigned.

GivingData Administration

- Serve as co-administrator of GivingData system with the Grants Director.
- Manage the online application and reporting system, including building and publishing templates, timely intake of applications and reports, and managing workflows.
- Ensure data integrity of all records.
- Support the Grants Director in designing and implementing new functionality that centers the user experience and other internal goals.
- Create dashboards, searches, reports, and other data analyses to support programmatic, financial, and operational decision-making.
- Proactively troubleshoot technical problems with support of technology providers.
- Participate in the wider GivingData learning community, including user groups and convenings.

Preferred Experiences & Qualifications

- Demonstrated professional experience, preferably 2-5 years, in foundation grants management (preferred), or managing grants at a grantseeking or other grantmaking institutions.
- Proficiency in data management and database systems; experience with grants management systems, especially GivingData, preferred.
- Enjoys learning about and adapting new technologies.
- Strong verbal and written communication skills combined with excellent customer service skills with a wide range of audiences.
- Ability to manage multiple priorities and work with deadlines while remaining flexible to

respond to and manage the unexpected.
- Ability to work closely and collaboratively with others and independently as work requires.
- Proficient in MS Word including advanced formatting and template management.
- Proficient in Excel for data manipulation, calculation, visualization.
- Strong problem-solving skills.
- Excellent organizational skills and attention to detail.
- Excitement about and understanding of the role that grants management plays in fulfilling the vision of a foundation and an interest in ensuring alignment of grantmaking practice with organizational values.
- Understanding of nonprofit ecosystem and ability to treat applicants and grantee partners with respect and share power.
- Deep and demonstrated commitment to equity and social justice, and strong alignment with Meyer Foundation's organizational values.

Personal Characteristics and Values:
- Committed to the Foundation's mission, vision, values, and community agreements;
- Active and supportive participant in building and maintaining a collaborative and inclusive workplace culture;
- Proven ability to listen, discern challenges, and identify solutions;
- Partnership approach and ability to effectively work with different workstyles;
- An analytical thinker who can apply strategy using a thoughtful and inclusive approach;
- Open-minded and committed to honest and candid conversations and self-reflection about race, racial justice, and equity;
- Able to act with discretion and respect information shared by our partners in confidence;
- Drives their own personal development, committing to new challenges which build capacity for the organization; and
- Enthusiasm for organizational change and patience during any change processes as part of the Foundation's commitment to ongoing learning and adaptation.

Maintains Commitment to Values and Meyer Foundation's Community Agreements:
- Apply a racial justice lens: Raise issues of racial equity. Constantly seek to understand disparities and learn why they exist. Examine issues and create solutions through a systems framework.
- Assume positive intent: Proceed with trust and seek to understand one another. Challenge perspectives, not each other.
- Call people in: Avoid calling out - instead, call in. When we call in, we respect where people are and invite them to continue learning.
- Create space for multiple truths and perspectives: Be diligent and patient with self and others. Be willing to step up and step back. Recognize and explore triggers.
- Disagreement can be generative: Understand we will not always agree and that it's okay. Healthy discussion can generate new ideas when we're willing to engage and hear differing perspectives.

- Honor different styles of communicating, learning, and processing: Understand that these happen in different ways for different people. Seek understanding if someone's style differs from yours.
- Name and check assumptions: Use "I" statements and allow "we" to speak. Respectfully call in your peers when an assumption has been shared.
- Recognize power dynamics: Be aware of the existence of power dynamics and how they can be used both positively and negatively, formally and informally. Acknowledge your own privilege and how you use it.
- Seek to expand your growth edge: Look for new opportunities to learn. Be open to perspectives that challenge your own.
- Surface elephants and patterns: Support each other in raising uncomfortable conversations. Hold each other in kindness and rigor, while seeking ways to move forward.
- Thoughtful risk-taking: Call on deep courage and be willing to take calculated risks without fear of failure or being wrong.

About Meyer Foundation

The Meyer Foundation pursues and invests in solutions that build an equitable Greater Washington community in which economically disadvantaged people thrive. We envision a just, connected, and inclusive Greater Washington community in which systemic racism and its consequences no longer exist.

Meyer Foundation Values

Racial Justice & Shared Humanity

We believe racial equity is a moral and justice imperative that benefits all humanity. We are committed to advancing racial equity in all our spheres of influence in the interest of building a just, connected, inclusive future in which everyone thrives.

Solidarity

We recognize solutions to racial injustice are built through the collective efforts of diverse people, perspectives, and sectors; and by shifting power and voice to our community members who have been most directly affected by racial injustice.

Regional Responsibility

We use our resources and relationships to create opportunities, build capacity, and contribute to the strength, resiliency, and equity of the Greater Washington region.

Stewardship

We manage the long-term financial well-being of the Foundation consistent with our beliefs, mission, and vision while acting boldly to achieve racial equity.