Position: Grants Associate

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 100 to 200 grants and works with over 200 active grantee partners. The grants management team designs and coordinates grantmaking processes that are informed by our values and are foundational to how we pursue our mission.

We are seeking to expand our team by hiring a Grants Associate. Working with the Grants Manager, this position will support the grantmaking, knowledge management, and data analysis functions of the Foundation. Through coordination with colleagues and administrative management, they will ensure the integrity of the grantmaking process. They will support all staff and partners to learn grantmaking processes, troubleshoot challenges, and provide guidance.

In partnership with the Grants Manager, the Grants Associate will work to incorporate the Foundation’s values into the grants management function, develop grantee-centered processes, and build and contribute to a culture of transparency and collaboration.

A strong candidate will be someone who demonstrates high attention to detail and deadlines, excellent communication and organizational skills, a problem-solving and service mindset, respect and validation for internal and external partners, experience learning and operating several types of software, and a willingness to experiment with new technologies.

Cultivating a staff 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 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: $70,000-$80,000

How to Apply
To apply for the Grants Associate 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 role appeals to you, and how does it align with your career direction or goals?
2. How would you describe your knowledge of and experience in grants management, grant seeking, and/or grantmaking?
3. Please describe your experience working in databases and/or setting up processes to help an organization manage information and achieve its goals.
4. How would you describe your communication style and what do you prioritize when communicating with colleagues and partners?

**Responsibilities**

**Grants Management:**
- Under the supervision of the Grants Manager and in collaboration with staff, ensure that grantmaking is smoothly implemented and aligns with the Foundation’s mission and values;
- Manage day-to-day workflows for application intake, review, award, reporting, and closeout;
- Create grant files that meet legal, audit, and Foundation requirements and help others understand grantee relationships and history;
- Conduct basic due diligence and ensure that grantmaking is compliant with IRS regulations and policies;
- Prepare, send, and track grant agreements and award letters; schedule and track reporting requirements and grants payments;
- Support upkeep of grants management policies and procedures;
- Support applicants and grantees by responding to inquiries, troubleshooting grants management and payment systems and other user challenges, and providing applicant resources or training;
- Help implement quality control procedures to safeguard the accuracy of grants data;
- Support the Foundation’s annual audit by providing grantmaking data and assisting the audit team in navigating Meyer resources;
- Participate in professional development opportunities to strengthen understanding of best practices and relevant guidance; and,
- Support special projects as assigned.

**GivingData Administration:**
- Serve as co-administrator of the GivingData system with the Grants Manager and participate in regular consultative and design meetings with GivingData staff;
- Support the online application and reporting system, including building and publishing templates, intake of applications and reports, and applying workflows;
- Ensure data integrity in all GivingData records;
- Support the Grants Manager in designing and implementing GivingData functionality that centers the user experience and other internal goals;
- Train staff in using GivingData, and advise and assist staff in fully utilizing the system;
- Create dashboards, searches, reports, and other data analyses to support programmatic, financial, and operational decision-making;
- Proactively troubleshoot technical problems; and,
- Participate in the wider GivingData learning community, including user groups and convenings.

**Grants Analysis and Communications:**
- Assist with the preparation of board materials;
- Provide data to the communications team and other staff as well as external partners as requested to support the Foundation’s communication and transparency goals; and
- Use data visualization and other tools to describe and interpret the Foundation’s grantmaking.
Preferred Experiences & Qualifications
In addition to the attributes listed above in the position profile, a strong candidate will have:

- Demonstrated professional experience of 3-5 years;
- Experience learning and operating several types of software and a willingness to experiment with new technologies;
- Experience with grants management database administration (GivingData experience preferred but not required);
- Experience coordinating and maintaining processes and procedures;
- Strong verbal and written communications and customer service skills and experience with a wide range of audiences;
- Demonstrated ability to manage multiple priorities and deadlines;
- Comfort troubleshooting and managing issues;
- Agility in responding to the unexpected;
- Proven ability to listen, discern challenges, and identify solutions;
- Ability to work closely and collaboratively with team members;
- Proficient in template formatting and management;
- Proficiency in Excel for data analysis and visualization;
- Excellent organizational skills and attention to detail; and
- Understanding of the nonprofit space, specifically grantmaking and grant seeking.

Personal Characteristics

- Curious and committed to ongoing learning and development;
- Excitement about aligning grantmaking process with organizational values and mission;
- Able to prioritize and be respectful of the needs of applicants and grantee partners to build relationships and share power;
- Committed to the Foundation’s mission;
- Active and supportive participant in building and maintaining a collaborative and inclusive workplace culture;
- Partnership approach and ability to effectively work with different workstyles;
- Open-minded and committed to honest and candid conversations and self-reflection about race, racial justice, and equity;
- Enthusiasm for organizational change and patience during change processes as part of the Foundation’s commitment to ongoing learning and adaptation; and
- Deep and demonstrated commitment to equity and racial justice, and strong alignment with Meyer Foundation’s organizational values.

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.