## Position: Grants & Systems Associate

### Profile:

The Meyer Foundation is seeking a highly organized, detail-oriented Grants & Systems Associate to join our Community Partnerships & Strategy team. This full-time, exempt position reports to the Grants Manager and plays a key role in supporting our grantmaking operations, data integrity, and systems management. This is an excellent opportunity for someone who thrives in a mission-driven environment, enjoys working with data and technology, and is committed to racial equity, collaboration, and building community-centered grantmaking practices. Travel is required two to three times per year.

The Grants & Systems Associate supports the full lifecycle of Meyer's grantmaking, ensuring that processes run smoothly, data remains accurate, and staff and grantee partners receive clear, timely support. This role also serves as a co-administrator of GivingData, the Foundation's grants management system, and contributes to ongoing process improvements, systems design, and organizational learning. You will work closely with the Grants Manager, Community Partnerships & Strategy team, and with internal and external stakeholders to strengthen the Foundation's grantmaking practices, uphold compliance requirements, and create user-friendly systems and resources.

### Key Responsibilities:

#### Grants Management & Administration:

- Coordinate the full grantmaking process, including application intake, review, award, reporting, and closeout.
- Maintain accurate, compliant grant records and ensure adherence to policies and IRS regulations.
- Prepare grant agreements, award letters, payment schedules, and reporting timelines.
- Support staff and grantee partners by troubleshooting system issues and providing guidance or training.
- Help prepare materials for grant docket discussions, approval meetings, and the Foundation's annual audit.
- Contribute to continuous improvements in grants management policies, procedures, and systems.

#### GivingData System Management:

- Serve as a co-administrator of GivingData and collaborate with the platform's staff on system enhancements.
- Build and maintain application and reporting templates, workflows, dashboards, and reports.
- Train staff, ensure data integrity, and troubleshoot issues with GivingData and related tools.
- Use data to support programmatic, financial, and operational decision-making.

### Data Analysis & Communications:

- Provide grantmaking data and insights for board materials, communications, and transparency initiatives.
- Use data visualization and analytical tools to interpret and share grantmaking trends.

### Required Qualifications & Skills:

- At least five years of experience in the nonprofit, philanthropic, or community-based sector.
- Experience with grants management or CRM databases (GivingData strongly preferred).
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint.
- Exceptional attention to detail, strong organizational skills, and comfort managing multiple deadlines.
- Excellent interpersonal and communication skills; responsive, collaborative, and solution-oriented.
- Commitment to Meyer's mission, values, and racial equity stance.
- Ability to maintain confidentiality, navigate sensitive information, and operate with discretion.
- Analytical thinker with a strategic, inclusive approach.
- Curious, open-minded, and excited about organizational learning and continuous improvement.
- Able to work with diverse work styles and support colleagues with patience and clarity.
- Values transparency, honesty, and reflective conversations around race and equity.

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 color/of the global majority, immigrant, multilingual, and multicultural individuals; people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

### Salary: $80,000 - $90,000

### Why Join Us?
This is an exciting opportunity to contribute to an impactful organization while working closely with executive leadership. If you are a proactive, detail-oriented professional who thrives in a dynamic environment, we encourage you to apply.

### How to Apply:
To apply for the Grants & Systems Associate position, submit your application and resume via the link below. Please do not submit a cover letter. We are accepting applications on a rolling basis.

## APPLY HERE!