



Position: Temporary Grants Manager

Location: Remote

Date: January 2022

ABOUT US

The Geraldine R. Dodge Foundation (The Foundation) set a course five years ago to create a more equitable New Jersey. Given the devastating events of the last two years, The Foundation has accelerated this commitment and refined its vision and strategic direction towards a just and equitable New Jersey where people of all races and communities have equal access to opportunities and are able to thrive and achieve their full potential.

The Foundation directs its time, energy and resources towards efforts that address root causes and repair of structural racism and inequity in New Jersey. Partnering with and supporting the nonprofit sector to be valued and effective influencers for community level change, with a priority focus on networks, movements, organizations, and leaders who have been historically excluded from investment and opportunity.

Today, The Geraldine R. Dodge Foundation is working to transform its grantmaking, partnerships, and internal operations to center racial equity and justice and to ensure that equity and justice is central to who we are and what we do. As part of this commitment, we expect all Dodge staff to be actively learning, sharing knowledge and working in ways that leverage and amplify community expertise.

POSITION SUMMARY

The Foundation seeks a dynamic temporary Grants Manager to fulfill this critical role during an extended employee leave. We anticipate that this full-time, remote assignment could last somewhere between 1-3 months.

The temporary Grants Manager (GM) supports the effective design and implementation of the full life cycle of The Foundation's grantmaking processes. Reporting to the Director of Technology & Grant Operations, the GM will administer grantmaking operations across the Foundation, ensuring appropriate structure and integrity of the grants management database (Salesforce) and fulfilling the information needs of the organization's leadership, staff, and

grantee partners. The GM will also work in a highly integrated way with Program and Finance Teams to ensure high degrees of data integrity and a smooth grantmaking process experience for both for Dodge team members and grantee partners.

As the Foundation is in a period of significant transformation, all employees are being tasked with building out new aspects of the work and embracing new ways of working. The Grants Manager will play a critical role in refining grantmaking systems and processes and will be highly flexible and responsive to evolving needs of internal teams and external partners.

ESSENTIAL DUTIES + RESPONSIBILITIES

Key responsibilities include, but are not limited to:

- Serve as a key point of contact for grantee partners, primarily providing technical assistance for application and report submission, responding to inquiries on financial due diligence requirements and verifying grantee partner information.
- Serve as the primary user for Dodge's grantmaking system, (Salesforce), coordinating activities with the entire team and external partners as necessary to address new issues or needs and to work with the Director of Grant Operations to maintain the system's efficiency and functionality.
- Collaborate with the VP of Programs and Director of Technology & Grant Operations to create, revise and improve grantmaking processes, dashboards and application forms to ensure that collected data is properly coded and reported on within Salesforce.
- Contribute to regular program "production" meetings and support communication and collaboration between Program, Finance, IT, and other cross-functional teams so that all grant management activities are smoothly implemented.
- Monitor grant data entry workflow processes to ensure adequate internal controls, due diligence, and overall data quality and timeliness.
- Manage compliance with government regulations and Foundation guidelines.
- Prepare and quality-check grantee correspondence, such as award and decline letters, grant amendments, letter templates, and audit compliance documents.
- Monitor grant proposals, reports and payments to ensure all grants are moving through the process in a timely fashion. Identify and address areas for improvement with Program and Finance team members.
- Develop/provide grants management systems training and guidance to program staff and conduct onboarding for all new hires. Maintains electronic grant management manuals and procedure documentation.
- Work with Program and Communications staff to prepare analysis, reporting and presentation of qualitative and quantitative data regarding grantee awards, learnings and outcomes to support Board presentations and other external communications.
- Collaborate with the Finance team to make sure all grants and grant-related activities are properly recorded in the accounting system.
- Manage staff and trustee discretionary grant communication and processing.
- Generate mailing lists for external communications.

- Stay abreast of new requirements, trends and functionality rolled out by Salesforce, related to the use and improvements of the platform.
- Become conversant in the Foundation’s funding areas and the NJ non-profit landscape.
- Conduct research, assist with special projects, and perform other duties, as requested.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- Three to Five years of relevant professional experience in philanthropy, grants administration/management in a non-profit, and or relevant technical experience.
- Bachelor’s degree or equivalent experience required.
- Strong proficiency with grants management systems and databases required. Experience with Salesforce is a plus.
- Demonstrated commitment to advancing racial equity and justice.
- A track record demonstrating sound judgement, discernment, and critical thinking skills especially when faced with new opportunities or challenges.
- An independent problem solver who takes initiative to identify/design right-sized solutions to data management and workflow challenges.
- Excellent analytical skills with the ability to synthesize and “find the story” in large and complex sets of data.
- Professional maturity and discretion with regard to the handling of confidential or sensitive information
- Exceptional organizational skills and attention to detail with strong sense of personal responsibility for the quality and accuracy of one’s work.
- Highly collaborative with ability to work well across diverse teams and work styles.
- Solid written, verbal, and interpersonal communication skills.
- Positive attitude, flexibility, cooperation, and service orientation when working with diverse colleagues and grantee partners.
- Proactive and self-motivated with the ability to effectively manage individual timelines and deliverables with limited remote supervision.
- High level of flexibility, responsiveness and tolerance for change and ambiguity; Able to maintain calm and professionalism and embrace learning, amidst uncertainty
- Eligibility to work in the United States.

The Foundation believes a diverse, inclusive, and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, education, or disability, are valued and respected. We see qualified applications who bring diverse and varied lived experiences to advance the work of the Foundation.

To apply: please send a letter of interest and resume to jtierney@grdodge.org