Grants Support Manager

Type: Salaried, exempt
Hours: Full-time (40 hours); schedule negotiable
Location: Oregon-based, remote
Compensation: $50,000 to $55,000/year + benefits
Reports to: Director of Programs

Seeding Justice’s mission is to build collective power at the frontlines of social change by transforming philanthropy in the pursuit of justice and liberation for all communities.

We are an operating foundation working at the intersections of grantmaking and donor organizing and seeking to shift wealth and power by transforming philanthropy from extractive and transactional to regenerative and relational.

We are a small-but-mighty team of seven women and non-binary folks who are passionate about centering, and being accountable to community. We hold strong personal and organizational values regarding liberation, decolonization, and justice; and we believe in pushing back against the status quo and in disrupting systems of oppression.

About the position

Seeding Justice is looking for a full-time, experienced, and collaborative Grants Management Associate to join our team. The position is responsible for supporting all programs at Seeding Justice and is the main coordinator of the Donor-in-Movement Funds grants.

The Grants Management Associate is a critical member of the Programs team, which provides input and sets the overall direction for grantmaking. This position routinely interacts with other staff, grant applicants, grantees, grantmakers, and foundation leadership.

Our ideal candidate will effectively combine a strong racial justice analysis with solid project, data, and information management skills.

This position is funded until 2024, but while we expect it to continue, we cannot ensure funding beyond that point.
Primary responsibilities

Grants & Awards Programs (45%): Support all activities related to the development, implementation and evaluation of Seeding Justice's grants and awards programs and any new grant programs or grant-related special initiatives, Including:

- Coordinate the development and maintenance of grant applications, contracts, reports, communications, and other materials as needed.
- Review incoming applications for completeness and accuracy; follow up with applicants to ensure quality data.
- Help with program planning and evaluation in conjunction with the Programs Team.
- Support grantmakers and other volunteers: process reimbursement requests, ensure website bios are accurate and current, etc.
- Coordinate logistics for, and attend all grant- and award-making committee meetings.
- Provide Programs Team with meeting support, including scheduling meetings, taking notes, following up with attendees, etc.
- Manage Programs Team electronic files.
- Participate in staff meetings, organizational planning, and organizational events.

Grants Data Management (40%):

- Maintain Seeding Justice’s grants database (Submittable).
- Enter and update grant applicants and existing grantee information.
- Connect with applicants and grantees to update and ensure the accuracy of records.
- Make grants data available to Seeding Justice staff and leaders as needed.
- Create reports, dashboards, and other materials from available grants data.
- Manage grant and award contracts for all Programs.
- Manage donor-advised grant reporting.

Communications and Outreach (15%):

- Help develop communications about Seeding Justice’s Programs. Assist with community outreach and visibility.
- Draft grant synopsis, grantee profiles, and grantmaker descriptions. Regularly update Seeding Justice's website and support the Director of Communications with materials for newsletters.
- Create materials, tools, and events to provide information and transparency on Seeding Justice's grantmaking process for potential applicants.
- Share with staff information regarding grantee work and grantee events.
- As time allows, build connections with foundations and funding partners to share Seeding Justice's grantmaking programs, process and philosophy.

Minimum qualifications and skills

- Superb attention to detail and solid critical thinking skills;
- Solid knowledge of MS Office, Google Suite, and other tech tools, or ability to learn quickly. Familiarity with Macs is a plus.
- Familiarity with databases, CRMs or similar tools;
- At least intermediate knowledge of Excel: ability to produce graphics, use
formulas, etc. or commitment to learn quickly;
● Ability to anticipate the needs of the team and willingness to jump at the opportunity to help;
● Ability to self-direct and self-manage but be accountable and a team player;
● Desire to learn, disrupt, and improve on current organizational systems;
● Solid understanding of the ways in which White Supremacy and capitalism show up in interpersonal relationships and work culture (and willingness to confront and dismantle them);
● Unwavering and unqualified commitment to social and racial justice;
● Sense of humor, healthy boundaries, and ability to embrace complexity and contradiction.

Hours, compensation, and benefits

This is a full-time (40 hours/week), salaried, exempt position. The whole team is currently working from home, but we do occasionally get together in person for a variety of meetings or events. The ideal candidate must live in Oregon, and be willing and able to travel to Portland from time to time.

Schedule is negotiable but a significant overlap with other team members’ office hours is necessary. In addition, the Grants Support Manager will need to attend pre-scheduled staff and other meetings during the workday, or on occasional evenings or weekends.

In addition to the agreed upon compensation, employees of Seeding Justice receive fully-paid health insurance for themselves, their spouse, and dependents. We also offer employer-matched 401(k) retirement plan contributions, generous vacation and health-related time off, and access to a wellness fund.

A note about qualifications

Studies have shown that folks from historically excluded communities (women, LGBTQIA+, BIPOC, disabled, and/or undocumented folks) hesitate to apply for jobs when their qualifications don’t match the job description 100%. If you are interested in the position, but don’t meet all of the criteria, we still encourage you to apply.

To answer any questions potential candidates may have, we’ll host a Zoom info session on December 15, 2021 at 12:00 noon. You may register here to attend.

How to apply

To apply, please send your résumé and a cover letter outlining your qualifications and why you are interested in the position to jobs@seedingjustice.org. Please let us know in your cover letter if you’d like to be considered for the Business Support Manager position, as well.

We will start reviewing applications on January 3, 2022 and will continue until we find the right person.