

Manager, Grants & Grantmaking Operations

Position Profile



Title: Manager, Grants & Grantmaking Operations
Reports to: Senior Director, Grantmaking Effectiveness
Location: New York, New York
Employment Type: Full-time Exempt
Compensation: \$95,000-115,000

About the Opportunity

The Arcus Foundation seeks a **Manager, Grants & Grantmaking Operations** (“MGGO”), who manages the grantmaking processes and ensures a high level of due diligence and legal, technical, and operational management for select U.S.-based programmatic grant portfolios and institutional portfolios. The role also provides deep engagement in grantmaking cyclical activities and planning, including grant docket scheduling and preparations, and workflow monitoring and analysis. The MGGO also manages other components of grantmaking operations, which includes compiling grant-related reports for the foundation’s annual audit and year-end dashboard and maintaining training materials for internal and external stakeholders, particularly program staff and grantees, on matters pertaining to compliance with Arcus’ grantmaking policies and implementation of related processes and protocols. This role designs and delivers related learning curricula in partnership with the team, including guides, presentations, and manuals. They are a key partner and advisor within the foundation to ensure high-quality user experiences and effective processes.

About Arcus Foundation

Founded in 2000 by Jon Stryker, the Arcus Foundation is a private grantmaking institution dedicated to the idea that people can live in harmony with one another and the natural world. Arcus’ work is based on the belief that respect for diversity among people and in nature is essential to a positive future for our planet and all its inhabitants. For more than 20 years, the Social Justice Program at Arcus has been a driving force behind groundbreaking work to ensure equality for LGBTQ people, and the Great Apes & Gibbons Program has provided visionary conservation leadership to protect and enhance the lives of great apes and gibbons. The foundation works globally and has offices in New York City and Cambridge, UK. To learn more, visit www.arcusfoundation.org.

What It's Like to Work at Arcus Foundation

At Arcus, we aim to foster a work culture that is rooted in our values: demonstrating organizational and individual authenticity rooted in integrity and honesty, approaching our work with humility, embracing opportunities for collaboration, ensuring the foundation's work is strategic and rational, and remaining focused on advancing equity for those who are pushed to the margins. Our passionate and diverse staff is comprised of dedicated individuals of varying gender identities, ethnicities, sexual orientations, and abilities, and we aim to prioritize equity and inclusion throughout the organization and encourage meaningful interactions between colleagues.

At Arcus, we promote a flexible working environment that allows for work-life balance, with opportunities for hybrid and flexible work schedules. Our newly built NYC office, located in Midtown Manhattan, was designed to be a place we can feel safe, and work effectively and collaboratively, bringing energy, inspiration, commitment, and deep learning to our mission. The Arcus offices are currently working on a hybrid schedule of three days in-office (Tuesday–Thursday), with the option of working two days remotely. The general office hours are 9:00 a.m.–5:30 p.m.

About the Grants Management & Process Effectiveness Department

The Grants Management & Process Effectiveness (“GM&PE”) department is led by the Senior Director, Grantmaking Effectiveness (“Senior Director”). The department, which also includes two additional grants managers, focuses on grant-related compliance, impact, and learning at the Arcus Foundation. The department has a unique vantage point across the organization: It partners with program teams and collaborates closely with the Finance and Communications teams to facilitate grantmaking processes and achieve foundation goals.

The GM&PE department is responsible for implementing the legal, technical, and operational components of all grantmaking portfolios. The team engages across the foundation by leading cross-organization training and collaborations and designing systems to interact with grantees, manage the grant lifecycle, aggregate information, analyze data, and share learning and best practices. Working on every grant, the team is a critical partner and respected resource in supporting the management and implementation of program strategies, serving as thought partners and catalysts for innovation.

Position Description

RESPONSIBILITIES

Grant Compliance

The MGGO is responsible for implementing the legal, technical, and operational components of select U.S.-focused grantmaking portfolios representative of strategic grants across the foundation's Social Justice Program (advancing legal rights, safety, and cultural acceptance for LGBTQ people) and Great Apes & Gibbons Program (ensuring the conservation and wellbeing of the world's great apes and gibbons). In addition, the MGGO will oversee a few institutional portfolios, such as memberships and grants made at the discretion of the Board and CEO. This is the core function of the MGGO role and accounts for roughly 70% of job responsibilities.

Responsibilities of the role to select grantmaking portfolios are:

- Ensuring grants are compliant with IRS/IRC and institutional regulations and requirements
- Maintaining electronic grant files
- Preparing grant information for the foundation's annual audit
- Conducting legal compliance reviews of initial funding concepts, letters of inquiry, proposals, and reports
- Monitoring and processing grant reporting, modifications, and closures
- Overseeing grant agreement letters and grant payment processes
- Ensuring grantmaking policies and procedures are consistently applied, and
- Preparing, maintaining, and sharing internally the Arcus membership repository

Meeting these responsibilities requires:

- Providing active support to program staff by providing input and guidance on structuring grants, and attending program team meetings and site visits to deepen competency in program areas
- Offering active support to grantees by providing ongoing technical assistance and updating resources for grant-seekers as requested by the Senior Director
- Conducting ongoing analysis of grant records and reports including analyzing grant financial reports and working with the program team and/or grantees if there is a problem or compliance issue, conducting analysis of grant structure and budgets, and recommending action to program staff
- Active engagement in the philanthropic sector to keep current on new regulations and best practices.

Grantmaking Operations

The MGGO is responsible for developing grant-related reporting and docket materials, providing administrative project management for the department as support to the Senior Director, developing resources, and providing training materials related to grantmaking policy and practice for Arcus' staff and grantees. These responsibilities span all grantmaking at the foundation (that is, they are not

limited to the select portfolios for which the MGGO assumes core compliance and oversight responsibility) and are carried out in close partnership with the Senior Director and other team members as necessary. They reflect a significant, ongoing body of work for the role and account for roughly 30% of job responsibilities.

Responsibilities of the role to Arcus' grantmaking training are:

Internal

- Leading training and developing and maintaining training materials in an ongoing manner on all technical aspects of grantmaking for program staff
- Leading training and developing and maintaining training materials on grantmaking policies and practices for all new Arcus staff.

External

- Providing input on resources for grant-seekers to understand the foundation's grantmaking policies and practices
- Updating policy and practice resources for grant-seekers and coordinating with Communications on dissemination and publication.

Responsibilities of the role to Arcus' grant-related reporting and docket materials:

- Procuring grant schedules for the foundation's annual audit and IRS Form 990-PF filing
- Monitoring and analyzing grantmaking workflows (grant lifecycle stages) to ensure effectiveness
- Identifying workflow opportunities and areas of improvement
- Carrying out the development of grant recommendation materials, including memos and grant summaries to be included in the quarterly board book

Responsibilities of the role to administrative project management for the department:

- Managing department administrative processes, work plans, budget plans, and workflow
- Creating and monitoring systems and tools for the department's administrative processes
- Overseeing any contracting processes and developing scopes of work for consultants and other services related to the department
- Supporting the drafting of internal and external documents, including reports, budgets, meeting summaries, presentations, correspondence, and other briefing materials
- Other projects and work as assigned

QUALIFICATIONS AND COMPETENCIES

Technical Expertise

- BA/BS degree or equivalent experience required, Master's degree or equivalent experience preferred
- Significant experience in philanthropy or the nonprofit sector with a minimum of 5-7 years of grants management involvement required, ideally in positions of increasing responsibility and with cross-functional exposure
- Demonstrated knowledge of IRS regulations governing grantmaking in a nonprofit and/or private foundation environment
- Mastery of grants management software, preferably Fluxx, and in using grants systems and processes
- Data, information, and knowledge management understanding, and ability to follow related processes
- Understanding of and commitment to the foundation's program areas, mission, and values, including knowledge or experience in conservation or social justice, demonstrated through prior work or volunteer experience
- Excellent written and verbal communication skills
- Proven track record planning and managing learning events or curricula
- Proven track record designing and developing technical assistance resources, including manuals, guides, curricula, and presentations
- Must be extremely well organized with great attention to detail
- Must enjoy the challenges of taking an ambiguous project vision or goal and translating it into concrete objectives and steps
- Experiencing managing project budgets
- Demonstrated ability to excel in a fast-paced environment with competing priorities, while remaining flexible and proactive
- Solid decision-making ability, independence, initiative, and a strong ability to take guidance and direction

Professional Integrity

- Exceptional reliability and always exhibits a high degree of professionalism
- Ability to maintain confidentiality and operate with maximum discretion
- Effective stewardship of foundation staff and financial resources

Cultural Competence

- Sensitivity and respect for cultural values, practices, beliefs, and social experiences of diverse communities; effectively and comfortably engages in a variety of cultural settings
- The ability to be effective in a global, multi-cultural, multi-location organization

Positive Partnerships

- Positively and professionally strengthens the capacity of Arcus' teams and external partners

- A confident and team-oriented relationship builder who can communicate and work with people at all levels and backgrounds
- Demonstrated ability to build trust and collaboration across departments and teams
- Able to represent the foundation to external stakeholders upon request and as authorized
- Exceptional team orientation and possession of a facilitative and collaborative style of engaging others in projects

Location and Travel

- The ability to work from our New York City office, located at 445 5th Avenue, New York, NY 10016.
- The ability to travel domestically approximately 5-10% of the time

Compensation

The Manager, Grants & Grants Operations role is a 40-hour week/full-time, exempt position with an annual salary that ranges from \$95,000-115,000. In addition to salary, Arcus Foundation offers a robust benefits package that includes:

- Employer contributed Medical, Vision, and Dental health insurance, which includes trans-inclusive healthcare coverage
- Non-elective 401(k) plan with a 10% employer contribution, a 100% match on the first 3% employee contribution, and an additional 50% match on contributions from 3-5%
- 20 days Paid Time Off (PTO) each calendar year, which increases to 25 days after your third year, and to 30 days after your fourth year; 7 sick days, 12 holidays, and 1 floating holiday
- 12 weeks of Paid Family Leave
- Hybrid work schedule and flexible working practices

How to Apply

[At this link](#), please submit a résumé and a cover letter telling us about what you hope to bring to this role and how your background and experience respond to the desired skills and qualities we seek. Applications will be reviewed on a rolling basis through March 10, 2023. If you have any questions about the role, please reach out to contact@arcusfoundation.org.

The Arcus Foundation is an equal opportunity employer and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Arcus Foundation prohibits discrimination against employees and applicants for employment because of the individual's race or color, religion or creed, immigrant, citizenship or non-citizen status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, intersex status, sexual and reproductive health decisions or decision making (of employees or their dependents), disability, marital

status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, pre-employment arrest record, or any other characteristic protected by law. The Arcus Foundation also considers for employment qualified applicants with criminal histories consistent with federal, state, and local law.