Rockefeller Brothers Fund
Philanthropy for an Interdependent World

Employment Announcement: Grants Management Analyst

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized into seven programs. Three thematic programs—Democratic Practice, Sustainable Development, and Peacebuilding—address the interrelated challenges of democratic decline, climate change, and violent conflict. The Culpeper Arts & Culture program, created through the 2008 merger with the Charles E. Culpeper Foundation, supports arts organizations and artists in the New York City region that shape understanding of these critical concerns and the human experience. Pivotal Place programs in China, Central America, and the Western Balkans focus on one or more RBF themes in a specific geographic context that we believe has disproportionate significance for the future of the surrounding regions, an ecosystem, or the world.

The RBF strives to be bold, grounded, inclusive, and responsive in our grantmaking to advance the Fund's mission. We deploy the financial assets given to the RBF by the Rockefeller family and others to help our partners in civil society strengthen coalitions, convene people of diverse backgrounds, elevate new and broader perspectives, generate new ideas, and advance systems change. We offer space for convenings and artist residencies at The Pocantico Center to extend our grantmaking impact. We also leverage the Fund and family legacy to access, influence, and collaborate with philanthropic peers, policymakers, and others in the service of grantee work.

Position Summary

The Rockefeller Brothers Fund seeks a Grants Management Analyst to support the Grants Management and Legal team in analyzing grant-related data and information. The incumbent will lead special projects, including leveraging AI solutions to improve knowledge management and efficiency. The Grants Management Analyst will be responsible for grants-related tasks, including drafting grants agreements, assisting with payment processing, and supporting the Grants Managers. This role will also provide grant administration swing support for the program teams.

The Grants Management Analyst reports to the Grants Manager, Compliance and Grants Administration, and the Grants Manager, Systems and Data Analysis.

Key Responsibilities

Grant-Related Data Analysis and Presentation
- Validate, analyze, and visualize data to produce accurate charts, tables, spreadsheets, and summaries of grant data to communicate themes and key points to different audiences.
- Prepare and deliver reports and analytical insights in response to requests from program staff and external audiences on topics such as indicators of progress, diversity, impact assessment, and program reviews.
- Collaborate cross-functionally to design and implement integrations of existing systems with other data sources, while researching and developing new data tools, workflows, and use cases to improve efficiency and insight.
- Assess current processes and data structures to identify gaps, redundancies, or outdated

practices, and recommend and implement streamlined, updated solutions.
- Serve as a point of contact for the Communications team regarding grant-related data and support Communications in maintaining the grants section of the website.
- Provide back-up support for the Grants Manager, Systems, and Data Analysis.

Grants Management
- Prepare grant agreements for selected portfolios in collaboration with program staff.
- Support the preparation of payment requests, update records in GivingData, and help to coordinate the weekly payment process and other payment matters with the accounting team.
- Review subsequent payment requests and payment letters for accuracy; help to coordinate with Counsel and Corporate Secretary review and program staff follow-up.
- Support watchlist verification, ensuring that our grant funds are not being sent to organizations affiliated with persons on lists maintained by the U.S. and other governments on sanctions, crime, terrorism, political exposure, and money laundering.
- Provide back-up support for the Grants Manager, Compliance.

Project Management and Other Responsibility
- Lead special projects as assigned by the Executive Vice President, Programs and Communications, and the Counsel and Corporate Secretary.
- Provide swing support to program teams for grant processing and administration upon request.
- Serve as superuser of the GivingData database and support the training of staff on the database, both initial orientation and identifying ongoing training needs.
- All other duties and responsibilities, as assigned by their managers.

Skills and Abilities

- Advanced Excel, data analysis, knowledge management, and presentation skills, including the ability to mine data and communicate information to different audiences through accessible charts and spreadsheets.
- Project management skills, including organization, communication, and time management.
- Interest and experience in the application of AI to increase knowledge management and efficiency.
- Strong technology skills and ability to apply the same to manage one's own work and contribute to the smooth functioning of institutional processes and procedures.
- Strong knowledge of and ability to support operations of database management software (e.g., GivingData).
- Ability to manage multiple tasks and projects simultaneously with flexibility and attention to detail.
- Ability to work independently, prioritize, work under pressure, and meet short deadlines.
- Ability to be consistently diplomatic, tactful, and professional, and to interact effectively and respectfully with all levels of staff and external parties.
- Excellent written, verbal, analytical, and organizational skills. Ability to draft original correspondence.
- Ability to collaborate effectively and work as part of a team.

Education, Experience, and Knowledge

- BA/BS or equivalent degree with five years of grants or program administration experience or master's degree with three years of relevant experience.

- At least three years of demonstrated database and information management experience, including experience performing data mining, analysis, and communicating information to a broad-based audience. Experience leveraging AI to propose solutions that can improve database management and functions.

Expectations of All Positions

Each employee is expected to:
- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance Belonging and Impact efforts in core responsibilities and institution-wide efforts.
- Respect each RBF employee's contribution and support colleagues in fulfilling their responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness in all work relationships.

Compensation and Benefits

The starting salary for this position is $76,200. The RBF reviews compensation regularly to ensure market competitiveness and internal pay equity. We offer a generous benefits package that includes, but is not limited to:

- Medical, Vision, Dental
- 401(k) plan, in which the Rockefeller Brothers Fund contributes up to 15 percent of employees' pay. Employees are fully vested after three years of employment.
- Flexible Spending Account
- Health Savings Account with employer contributions of up to $1,500
- Tuition reimbursement of up to $4,000
- Upon hire, new staff receive up to 20 vacation days, prorated based on the hire date.

The RBF has adopted a hybrid-remote model. This role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) at defined intervals or when requested by a manager. For the first six months, the incumbent will be required to work in the office at least three days a week.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. To apply for the Grants Management Analyst position, please use this link.

The application deadline is March 27, 2026.

For additional information, please visit our website at www.rbf.org.