



Job Description

ABOUT THE FOUNDATION

One of the oldest American foundations, the Russell Sage Foundation, was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community. The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars and researchers, and publishes books and a journal based on the work of its grantees and visiting scholars.

JOB TITLE: Grants Operations Assistant

DURATION: 2 years, funded with potential for extension

REPORTS TO: Senior Grants Operations Manager

SUPERVISES: N/A

JOB SUMMARY: Assist the Senior Grants Operations Manager and Grants Operations Associate with grants management responsibilities.

RESPONSIBILITIES:

- Serve as a system administrator for the RSF Fluxx grants management system. Monitor Fluxx system emails. Process new user registrations, enter and maintain user and organization data, and identify and resolve duplicates. Update records at relevant stages of the grant lifecycle to ensure data integrity. Assist in the maintenance and improvement of Fluxx system, including participation in trainings, user groups, and regular meetings with external technical support team.
- Assist other RSF teams with the use of the Fluxx grant management system and provide help-desk support to applicants, grantees, staff, and reviewers.
- Monitor the grantsmgmt@rsage.org mailbox daily and respond quickly to grants management questions from applicants and grantees.
- Assist with all aspects of grant processing, including tracking due diligence requirements, drafting grant agreements, and scheduling payments. Assist early-career grantees with completing RSF due diligence requirements and budget templates.
- Assist Grants Operations Associate in the post-award monitoring of grants, tracking and reviewing grant reports, and processing amendments to grant terms, including no-cost extensions, budget reallocations, and organization transfers. Release contingent payments upon satisfaction of reporting requirements, close out completed grants, and

coordinate the return of unspent grant funds.

- Assist the Senior Grants Operations Manager and Grants Operations Associate on other projects as needed.

REQUIREMENTS:

- Bachelor's degree required. Previous work experience in a data management or grant-related position with a non-profit organization or at a college or university, preferred.
- Experience with databases and/or grants management software preferred, experience with Fluxx a plus.
- Must be a quick learner, undaunted by new systems, and have an interest in technological solutions.
- Computer literacy a must; proficiency in Excel required.
- Must be highly organized with enthusiasm for administrative detail.
- Writing and editing skills are essential.
- Must be capable of taking initiative, handling independent projects, prioritizing work, and flexible enough to assist with immediate tasks.
- Ability to work in a collaborative environment and very good communication skills with all levels of internal staff and the public required.

COMPENSATION AND CULTURE:

FLSA non-exempt position with a salary range from \$60,000 to \$65,000 and commensurate with experience. This position has been funded for 2 years, with potential for extension.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package, which includes:

- Full medical, dental, and vision insurance for all eligible employees and their spouses, domestic partners, and eligible dependents.
- 20 PTO days during the first 12 months, 24 PTO days each year thereafter.
- 14 paid holidays, which include Christmas Eve through New Year's Day.
- Education reimbursement up to \$5,250/year for approved expenses.
- 403(b) employer funds 12% contribution to retirement plan, vested at hire.
- Employer-paid life insurance and short-term disability insurance.

HOW TO APPLY

Please submit a cover letter and resume to jobs@rsage.org. No phone calls, please. Only qualified candidates will be contacted for an interview.

The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The foundation prohibits discrimination against employees and applicants for employment, because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, height, weight, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership

status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.