**Job Posting**

**Kirsh Philanthropies LLC**

Role: Grants Operations Manager

Location: New York, NY (on-site Monday-Thursday, remote Fridays)

Salary: $140,000 to $160,000 per annum (+ benefits)

Reporting to: Global CFO

**About Kirsh Philanthropies**

Kirsh Philanthropies’ portfolio includes a range of philanthropic initiatives across Southern Africa, Israel, the UK, and the US. It focuses on providing essential building blocks to vulnerable populations in southern Africa as well as furthering the safety and vibrancy of Jewish communities around the world, with an emphasis on providing “fishing rods rather than fish” to promote initiatives with longer-term sustainability. Kirsh Philanthropies has deep ties to the various communities in which it is active and works constantly to be responsive to the changing needs of its beneficiaries.

**About this role**

The Kirsh Philanthropies team is a global collective that oversees giving across multiple continents. The team includes experienced grants managers with a deep understanding of philanthropy and an operations team whose work ensures the seamless administration and execution of grants. The Grants Operations Manager will be pivotal in overseeing the efficient management of the grant-making process. This role reports directly to the Global CFO and leads a team of 2-3 grants administrators. Together, the team will focus on optimizing the grants management database, streamlining administrative processes for both grants managers and grantees, enhancing workflows, and ensuring compliance and meticulous recordkeeping. With a small but highly effective team, the Grants Operations Manager is essential to efficiently distributing high-impact grants.

**Key Responsibilities and Duties**

1. **Process & System Management:**
   * Oversee the entire lifecycle of the grant-making process
   * Manage and optimize the Fluxx database and system performance
   * Monitor grant progression
   * Troubleshoot obstacles or delays

* Oversee internal due diligence review of every grant recommendation
* Coordinate between the various stakeholders involved in the review and approval of grants
* Lead initiatives to streamline workflows and enhance technology tools used in grantmaking
* Ensure the grantmaking process includes safeguards to meet all compliance requirements
* Provide guidance and support to grant administrators and managers

1. **Compliance & Reporting:**
   * Ensure that grant recommendations meet the organization’s compliance standards
   * Perform quarterly grant reconciliations
   * Generate monthly and quarterly grant reports
   * Produce data for board meetings, progress updates, and annual reports
2. **Supervisory:**

* Manage 2-3 grant administrators on a day-to-day basis
* Conduct quality control reviews
* Oversee Fluxx software consultants

1. **Training and Support**:

* Train internal staff on the grant recommendation process, requirements, and best practices and offer ongoing support.
* Develop and maintain up-to-date training and reference materials for staff and grantees.
* Meet regularly with the Global Team and trustee compliance personnel
* Work with the Global CFO to prepare philanthropic budgets
* Support program staff in monitoring and evaluating program strategies and grantmaking

Overall, the Grants Operations Manager ensures that the administrative side of grant-making runs efficiently, allowing the organization to focus on its mission-driven work.

The role will include a wide range of tasks, large and small. Attention to detail, systems-mindedness, a high degree of self-motivation, and the ability to creatively problem-solve are essential for working with our highly collaborative, fun, and mission-focused team.

**Candidate Requirements and Personal Attributes**

* Prior experience working in administrative or operations roles, with a strong interest in developing these skills and learning about philanthropy
* At least **4** years of experience in philanthropy or non-profit sectors
* Experience with grants management systems (preferably Fluxx) or donor management systems; project management software experience is a plus
* Team player who takes pride in contributing to the team’s success
* Excellent oral and written communication
* Professional demeanor and strong interpersonal skills
* High level of personal responsibility, integrity, and accountability
* Discretion in handling confidential and sensitive information
* Ability to see even the smallest tasks as part of larger successes
* Interest in learning best practices for grantmaking
* Highly organized with the ability to manage multiple projects, deadlines, and inquiries simultaneously
* Well-suited for a small-office environment that values flexibility, cooperation, a good sense of humor, and resourcefulness
* Takes responsibility for mistakes and learns from them
* Willing and able to take initiative, problem solve, and own projects

**Benefits and Compensation**

Kirsh Philanthropies offers a competitive compensation and benefits package, including medical, dental, and vision health insurance, retirement benefits, and generous paid and sick leave.

Kirsh Philanthropies is an equal-opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status, or any other category protected by applicable federal, state, or local laws.

The company is an at-will employer, as allowed by applicable state law. Regardless of any provision in this application, if hired, the company or employee may terminate the employment relationship at any time, for any reason, with or without cause or notice.

**How to apply**

Please email your resume and cover letter to Shira Hudson, Internal Operations Director, at [shira@kirshphilanthropies.com](mailto:shira@kirshphilanthropies.com).