

Grants Administrator

Career Development and Youth Service Grants

Position Announcement

The William T. Grant Foundation is seeking a Grants Administrator to join our staff. The Foundation is a national funder of high-quality research on children and youth in the United States. Our current focus areas are: 1) programs, policies, and practices that reduce inequality in youth outcomes; and 2) strategies to improve the use of research evidence in policies and practices that affect youth. Our funding spans various social science disciplines and across child welfare, juvenile justice, mental health, employment, youth programs, and education.

The Grants Administrator is a mid-level professional who provides administrative support and monitoring for the Foundation's grants programs, including application, review, award, and post-award activities. The Grants Administrator works closely with the Grants Management Team, under the direction of the Director, Grantmaking Operations, to foster greater coordination, efficiency, and effectiveness of grants administration and work processes. The position is the key point of contact to applicants, grantees, and reviewers on matters related to grants administration. This position supports the William T. Grant Scholars and Mentoring Grants programs, as well as the Youth Service Improvement and Capacity-Building Grants programs.

This is an exempt position. The salary range is \$90,000 to \$115,000 and is commensurate with experience in addition to a highly competitive benefits package, which includes health, dental, and vision insurance; flexible spending account; 403(b) contributions; 11 yearly paid holidays; and an annualized 25 total vacation, personal, and sick days. We require all employees to be fully vaccinated against the coronavirus as a condition of employment. The Foundation will consider requests for reasonable accommodations on an individual basis in accordance with applicable legal requirements.

Responsibilities:

Grants administration

1. Coordinate and administer application and review process. This includes setting up new funding cycles, managing deadlines, organizing the internal and external review process, preparing review materials, recruiting reviewers, providing technical assistance to applicants and reviewers, corresponding with applicants, and preparing Program Committee/Board meeting materials.
2. Process grant awards. This includes ensuring legal (i.e., confirming that grantees are tax-exempt organizations), financial, and Foundation policy compliance, reviewing budgets for accuracy, obtaining required paperwork, and scheduling reports and payments.
3. Monitor grants. This includes approving payments, following up on progress and final reports, reviewing financial reports, processing grant modifications, closing out grants, maintaining accuracy and completeness of grant records, and providing technical assistance to grantees.
4. Support internal review, reviewer recruitment, and other high-volume activities for other grants programs.
5. Communicate professionally with pertinent staff, applicants, reviewers, and grantees on all matters related to grants administration.
6. Assist in writing and updating documents pertinent to the grants programs. This includes application, review, award, and reporting materials, as well as information in the grants management system, on the website, and in newsletters.
7. Collaborate as a member of the Grants Management Team to optimize the organization's grantmaking policies and procedures overall and for individual grants programs. This includes identifying opportunities for enhancements to the grants management system to streamline processes, provide grant data to enhance decision making, and support new initiatives.

Department operations

1. Contribute to the development, implementation, and achievement of department timelines.
2. Assist in program budget preparation and consultant contracts, reporting, and monitoring related to the above job responsibilities.

Special projects or office workgroup participation as necessary

Qualifications:

1. Bachelor's degree and at least five years of work experience, preferably managing or leading an extended program or process.
2. Grants and/or business management experience and/or preferred.
3. Strong proficiency with grants management/database systems required (SmartSimple preferred), Microsoft Office (including Word and Excel), Adobe Acrobat and other web-based project management applications.
4. Excellent organizational and multi-tasking skills, including ability and eagerness to handle diverse administrative responsibilities, required.
5. Ability to work independently and collaboratively required.
6. Good communication skills with all levels of internal staff and the public required, approaches problems with a solutions-oriented approach.
7. Desired traits include problem-solving ability, attention to detail, ownership of work and results, sound judgment, initiative, high productivity, maturity, flexibility, collegiality, and team player.

How to apply:

Interested applicants should submit a cover letter describing interests in and qualifications for the job responsibilities, resume, and contact information for three references to jlui@wtgrantfdn.org. In the subject line, name the job for which you are applying and indicate where you saw this announcement. Please apply by February 24, 2023; review of applications will begin immediately and continue until the position is filled. The William T. Grant Foundation is an equal opportunity, affirmative action employer.

The expected start date is May 1, 2023, but is negotiable in the event of conflicting prior commitments. The candidate hired for this position is required to work in the Foundation's New York City office. Currently, employees may work remotely up to two days per week.

About the William T. Grant Foundation

The William T. Grant Foundation supports research to improve the lives of young people ages 5-25 in the United States. The Foundation's focus areas are reducing inequality in youth outcomes and improving the use of research evidence in ways that benefit young people. Its grantmaking centers on high-quality empirical research that has the potential to advance theory, build evidence, and inform policy and practice. The Foundation's assets were valued at \$391 million in November 2022. Our annual budget is in excess of \$20 million. The Foundation is based in New York City and has a full-time staff of 19.

Learn more by visiting www.wtgrantfoundation.org or following the Foundation on Twitter: @wtgrantfdn.