

Rockefeller Family Fund

POSITION DESCRIPTION

Job Title: Grants and Operations Associate

Reports to: Assistant Director for Operations

Location: NYC. This is a hybrid position.

Salary Range: \$72,000 - \$82,650

The Rockefeller Family Fund is a U.S.-based, family-led public charity that initiates, cultivates, and funds strategic efforts to promote a sustainable, just, free, and participatory society.

Since 1967, RFF has worked at the cutting edge of advocacy in such areas as environmental protection, advancing the economic rights of women, and protecting and sustaining democracy. RFF is known for its creative grantmaking, its role as a catalyst in the nonprofit as well as the funding communities, and its record of public policy innovation.

Position Summary

The Rockefeller Family Fund (RFF) is seeking an experienced nonprofit professional to serve as a Grants and Operations Associate. Reporting to the Assistant Director for Operations, the Grants and Operations Associate is responsible for helping support both incoming and outgoing grant activities, as well as internal operations, of the RFF.

RFF's main office location is 475 Riverside Drive, New York, NY 10115. This role is a hybrid role based in the New York area. RFF's main office location is 475 Riverside Drive, New York, NY 10115. RFF offers highly competitive compensation and a generous benefits package.

Position Duties and Responsibilities

Grants administration

- Update SmartSimple, RFF's grants management platform, including entering grant records, reporting and payment schedules, and updating organization contact information
- Creating, and maintaining grant files
- Follow up with grantees and program staff to receive overdue reports.
- Ensure Donor Advised Fund data and RFF general donation information is entered in Raiser's Edge.
- Support preparation and distribution of grant materials.
- Partner with the Grants Manager to review proposals and supporting documentation to ensure due diligence and compliance, including creating due diligence checklist materials and following up with grantees on missing or incomplete materials.

Operations and Finance

- Perform general administrative functions to support the AGA team including purchasing supplies, scheduling meetings and booking meeting space, and coordinating document signatures as requested.
- Oversee RFF's general email account and main telephone line.
- Check the in-office mail and support RFF staff in sending out mail as necessary.
- Support the Admin-Grants-Accounting team in scheduling staff and board meetings as needed.
- Manage institutional memberships and subscriptions and circulate program opportunities at various membership organizations to staff.
- Support scheduling and planning of internal/external meetings including ordering catering and coordinating with RBF operations staff.
- Create forms and collect information from staff and board as needed.
- Manage monthly expenses and AMEX reports for staff. Support Finance team with other data entry as requested.
- Assist in reconciling special project fund and donor advised fund balances in QuickBooks as needed.

Development

- Enter gift data into RFF's constituent management system (CMS), Raiser's Edge. Partner with program teams to enter donation information and prospect tracking in Raiser's Edge.
- Support program teams by creating and pulling fundraising reports in Raiser's Edge
- Review incoming grant agreements and identify any compliance concerns for Assistant Director of Operations, and partner with the Operations and Finance Manager to track grant restrictions.
- Track funder report and proposal deadlines in Raiser's Edge.
- Support program teams as they put together reports to funders including compiling materials and tracking due dates to meet deadlines.
- Process acknowledgement letters for incoming donations to RFF and review with the appropriate senior staff members.

Position Qualifications:**Skills and Abilities**

- Knowledge of and demonstrated proficiency in the use of office computer applications, including Microsoft Word, Excel, PowerPoint, and Outlook.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational skills, attention to detail, and ability to multi-task in a sometimes fast-paced environment with competing deadlines.
- Sound judgement and discretion.
- An ability to work independently and in a collaborative setting.
- Willingness to perform other duties as assigned.

Education and Experience

- BA/BS plus at least two years of experience working in a nonprofit development, operations, or grant support role.
- Experience managing data throughout multiple platforms. Experience with QuickBooks, Raiser's Edge and grant databases (Smart Simple) preferred.

Expectations of All Positions

Each employee is expected to:

- Commit to RFF's mission and core values of equity, learning, humility, and collaboration.
- Commit to the work to promote social justice and democracy.
- Understand and support the philanthropic mission of the RFF.
- Respect and value those who partner with or request assistance from the RFF.
- Manage the resources of the RFF in a manner that maximizes the funds available for charitable activity.
- Appreciate the value of diversity and equal opportunity in all work relationships.
- Respect the contribution of each employee of the RFF and support colleagues in fulfilling their individual responsibilities.
- Have a demonstrated ability to be a productive member of a community of people at work who respect differences while working toward shared goals, are comfortable with periods of ambiguity, and constructively participate in ongoing organizational development.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RFF activities and conversations that strengthen the Fund's culture and improve its effectiveness.
- Be flexible and exhibit good judgment and discretion.

Other Requirements

This position is primarily a sedentary role. However, the person in this position may need to occasionally move about inside the office to liaise with internal staff, access files, and/or utilize office machinery (e.g., a copy machine/printer).

RFF is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its programs, and operations. As part of this commitment, RFF will ensure that persons with disabilities are provided reasonable accommodations.

We offer a competitive salary and excellent benefits, commensurate with qualifications and experience.

Equal Employment Opportunity

The Rockefeller Family Fund provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

RFF is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its programs, and operations. As part of this commitment, RFF will ensure that persons with disabilities are provided reasonable accommodations.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply:

Please submit a resume and cover letter to recruitment@rffund.org by January 31 with the subject line "Grants Associate (Your Name)". Applications will be accepted on a rolling basis. We encourage interested applicants to apply early.

Application Deadline:

The Rockefeller Family Fund is an equal opportunity employer committed to creating a diverse and inclusive workplace. We encourage applications from candidates of all backgrounds and identities.