

<b>Job Title</b>	<b>Grants Management Associate</b>
<b>Reports to</b>	<b>Deputy Director of Grants Management</b>
<b>Location</b>	<b>New York, NY (Times Square area)</b>
<b>Status</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

---

Wellspring Philanthropic Fund seeks a Grants Management Associate for its New York office.

The Grants Management Associate will work under the direction of the NY-based Deputy Director of Grants Management and will be a front-line provider of the grants management function in support of a selection of program areas that require special knowledge including: an understanding of OFAC regulations; the ability to structure expenditure responsibility grants with low-capacity foreign grantees that need a fair amount of guidance; and evaluating domestic grants that require sensitivity to US Treasury rules concerning lobbying and maintenance of strict non-partisanship in civic engagement activities.

The Grants Management Associate will be expected to support two programs (International Human Rights and Sexual Orientation & Gender Identity) working with a variety of domestic and international grantees.

### **KEY RESPONSIBILITIES**

- Front line responsibility for grant-related information management, both in the grants management database (GivingData) and electronic filing system.
- Coordinate with assigned program staff on grant and budget planning throughout the year, with responsibility for assigning proposal review deadlines and confirming accuracy of grant entries in the grants management database for details such as project purpose, projected grant amount, payment disbursement dates, etc.
- Confirm grant applicant legal status and appropriate grant structure prior to inviting applications.
- Invite applications for funding on behalf of the program staff, communicating all necessary requirements and deadlines to the applicant.
- Receive, file, and review all grant applications for completeness and adherence to legal requirements and internal grantmaking guidelines, for both domestic and international grants, including:
  - Reviewing proposed projects for compliance with such areas as lobbying restrictions and OFAC regulations
  - Conducting due diligence reviews of applicants' organizational and financial capacity.
  - Managing communication with grantees regarding grant materials: missing application items, budget issues, etc., as well as answering questions about the application/grantmaking process.

- Assist in preparing docket presentations to staff and clients.
- Prepare reports on grantmaking activity, as requested.
- Review grant reports in grants management database and electronic filing system, and notify the appropriate Program staff of next steps.
- Answer questions about the firm's grantmaking process and compliance needs from Program staff and leadership, as well as grantees, potential grantees and other external partners.
- Assist in training staff and grantees as needed on technology or policy issues and procedure changes that affect them.
- Work with Grants Management department on implementation of the department's strategic plan, including technology and process enhancement.
- Perform other duties and responsibilities as requested.

### **KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS**

Required:

- College degree or relevant experience; minimum three years of work experience within the non-profit/philanthropy sector, (preferably in a grants management function).
- Excellent communication skills, with the ability to relate effectively to potential grantees and other non-profit professionals, staff, trustees and consultants.
- Pleasant and supportive phone and interpersonal manner, customer service-oriented work philosophy.
- Strong computer skills, including proficient use of the Microsoft Office Suite and experience with database and internet applications.
- Ability to multi-task, prioritize and follow through to effectively manage work and meet multiple tight deadlines.
- Highly motivated self-starter.
- Exceptional attention to detail and organizational skills.
- Strong research and problem-solving skills.
- Ability to handle confidential information with complete discretion.
- Passion for promoting social and economic justice.
- Ability to successfully work in a team environment.
- Positive attitude, sense of humor and a commitment to being part of an energetic, demanding work environment.
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.

Preferred:

- Knowledge of IRS private foundation and public charity rules. Experience with international grantmaking, including expenditure responsibility and OFAC compliance requirements.

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **SALARY AND BENEFITS**

Salary range: \$65,000-\$70,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of health insurance premiums for employees (and 80% of premiums for spouses, domestic partners, and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, up to \$5,250 in annual student loan repayment OR college savings assistance for dependents and is committed to providing transgender-inclusive healthcare.

### **ABOUT WELLSPRING PHILANTHROPIC FUND**

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC. Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.



**HOW TO APPLY:**

For employment consideration, please submit application to [jobs@wpfund.org](mailto:jobs@wpfund.org). Subject Line: "[Your name]— Grants Management Associate - NY."

All applications must include:

- a resumé; and
- a thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) and salary requirements (must specify actual amount and/or range).

**NOTE:** At this time, our preference is that applicants have work authorization to work in the United States. If you need sponsorship, please let us know in your cover letter.

**The application deadline is Wednesday, March 27th, 2019. (Candidates selected for interview will be contacted following the end of the application period.) No phone calls please.**