



Job Announcement

Job Title	Grants Management Assistant
Department	Operations - Grants Management
Reports to	Deputy Director of Grants Management
Location	New York, NY
Status	Full Time

ABOUT WELLSPRING

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. With offices in Washington, DC and New York, NY, 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

For more information on Wellspring Philanthropic Fund, please visit www.wpfund.org

THE OPPORTUNITY

Wellspring Philanthropic Fund seeks a Grants Management Assistant. The Grants Management Assistant will work under the direction of the NY-based Deputy Director of Grants Management to collaborate with and provide administrative support to a vibrant Grants Management (GM) team of 11, split between New York City and Washington, DC.

KEY RESPONSIBILITIES

- Serve as primary coordinator for grantee reports:
 - Receive report submissions via the reports inbox and grantee portal, review for legitimacy and accuracy, log in the GM database (GivingData), and assign review workflows

- Send reminders regarding upcoming and overdue reports; follow-up with grantees at risk of being block-listed
- Launch monthly workflows to facilitate flexible reporting approach as applicable
- Respond to inquiries from grantees including requests for reporting templates and for extensions that are less than 30 days; elevate requests for longer extensions
- Work with GM team and program staff to resolve any reporting questions or issues, and serve as back up reviewer of reports
- Complete monthly scan of system for grants where all requirements have been met, and close them out
- Assist with contact management in the GM database, including monthly updates of foreign grantee board members, and grooming of contact details and roles
- As needed, support grants management associates with intake of applications and initial screening tasks, including reviewing grantee financial documents
- In partnership with the existing GM Assistant
 - Assist with coordination of meetings, meals, and travel for the GM team, as well as the creation of the annual grants calendar and related reminders
 - Provide testing of new releases to GM database, identifying and elevating bugs to the Director or Deputy Director of GM
 - Take on special projects and other administrative tasks as needed, including periodic updates to forms in our grantee portal and other database updates
 - Serve as primary back-up for each other's work

QUALIFICATIONS

- Qualified candidates possess:
 - 1-2 years work experience in a professional office required
 - College degree or equivalent work experience
 - Comfort with technology, including the ability to learn and use new platforms and applications
 - The ability to be flexible and solutions-oriented in a fast-paced environment
 - A keen attention to detail and organization, exceptional judgement and discretion, and proven ability to follow through on a project.
 - A team-oriented approach, an understanding of the value of administrative work, and a strong interest in learning
 - A commitment to continued learning on issues related to race, gender, diversity, equity, inclusion, and belonging is required of all Wellspring staff as we value social justice as an organizational operating principle.
- Preferred experiences include (candidates without these experiences who are eager to learn are encouraged to apply)
 - Similar experience in non-profit work and/or a foundation
 - Experience with relational databases and Microsoft Office (particularly Excel) important, but teachable
 - Spanish proficiency (written and spoken)
 - Knowledge of digital security (including recognition of phishing/spoofing attempts)

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.

Please note: Wellspring is currently reviewing its approach to grantee reporting as a part of its strategic planning. Our GM process, and the responsibilities of this role, will likely evolve in response. You will have the opportunity to assist with the development of the implementation plan when the time comes.

COMPENSATION AND BENEFITS

Salary range: \$60,000 - \$62,000 per year commensurate with experience.

Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the 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 qualified dependents, and is committed to providing transgender-inclusive healthcare.

WELLSPRING'S INSTITUTIONAL CULTURE OF RESPECT, EQUITY, INCLUSION AND BELONGING

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 Foundations' 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.)

COVID-19 HIRING UPDATE

We have temporarily transitioned to a work-from-home model, and this role may begin as a remote position. To ensure the safety and well-being of our employees, we will continue to monitor the situation and follow the recommendations from the Centers for Disease Control and Prevention (CDC). Once circumstances allow, staff will work full-time from our NY office.

HOW TO APPLY

Wellspring Philanthropic Fund is partnering with RCG Talent Solutions on their search for a Grants Management Assistant. Interested candidates should follow [this link](#) to submit your application and direct all questions to Miranda Cortez (miranda@rcgtalent.com). RCG Talent Solutions will review all applicants and, upon qualification, contact you to determine next steps.

No phone calls please.

NOTE: At this time, our preference is that applicants have authorization to work in the United States.