

OPEN POSITION ANNOUNCEMENT: MANAGER, GRANTS ADMINISTRATION

WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization whose mission is to advance child health equity through policy, research and community engagement.

OUR VALUES

Balance, Equity, Growth, Accountability and Trust

POSITION SUMMARY

TCP is seeking an effective, strategic and experienced grants administrator to support overall grantmaking and fundraising operations at TCP. This position will be responsible for managing and monitoring grants both received and disbursed at The Children's Partnership and ensuring a consistent process. This position reports directly to the VP, Finance & Operations and works closely with the Manager, Development.

In addition, this role will work closely with the Project Director of TCP's Peer-to-Peer Mental Health High School Pilot Demonstration, a partnership between TCP and the California Department of Health Care Services, to support all stages of grantmaking to eight high schools around California.

PRIMARY RESPONSIBILITIES

- Provides administration for TCP's grantmaking process throughout all stages including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all requirements; and maintaining accurate and timely records of grant-making and other programmatic activities.
- Works with Development, Finance, Policy and Program staff to coordinate and maintain a grant cycle calendar and site visit schedules; assists with the preparation of grant related materials.
- Provides technical assistance to grantees with online application and reporting processes.
- Maintains the online nonprofit database and physical grant files, ensuring the accuracy and integrity of data as well as grantee relationship history.
- Oversees standard terms and conditions and drafting of grant award letters, contracts and agreements, including development and standardization of MOUs.
- Trains and serves as point person for staff on grantmaking development, contracts and MOUs; ensures that protocols are executed properly.
- Creates and edits templates and reports.
- Maintains relationships with grants management software vendors.

- Assists with required research pertinent to grant due diligence, ongoing review, and close-out analyses.
- Maintains internal control procedures over accounting, financial reporting, and grantmaking program administration;
- Supports the finance and communication functions by generating requested information, data and reports from information maintained in the grants management database or other sources of information.
- Other duties, as assigned.

QUALIFICATIONS AND COMPETENCIES

- A minimum of 5+ years of demonstrated grants administration experience. Experience in and/or knowledge of social justice-oriented nonprofits is preferred.
- BA/BS degree required.
- Excellent verbal and written communication skills.
- Thorough knowledge of grantmaking best practices and requirements with a proven ability to provide sound and ethical counsel to executive leadership.
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Experience with data management systems.
- Ability to quickly build trust, credibility, and goodwill, both internally with staff, and externally with allies, funders, and board members.
- Proficient with Microsoft Office Suite or related software.
- Demonstrated strong cultural humility and commitment to racial equity and anti-racism.

APPLICATION PROCESS

Email resume and cover letter summarizing interests & qualifications to search@childrenspartnership.org. State "Manager, Grants Administration" in the subject line. No phone calls, please.

SALARY & BENEFITS

The starting salary range for this position is \$70,000 - \$85,000 based on experience and skill set. The Children's Partnership also offers an excellent benefits package which includes 100% employer paid premiums for health, vision, dental, life insurance, and long-term disability. TCP offers a matching 401K, generous time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.