



STUART FOUNDATION

IMPROVING LIFE OUTCOMES FOR YOUNG PEOPLE THROUGH EDUCATION

POSITION ANNOUNCEMENT

GRANTS ASSOCIATE

APRIL 2018

CLASSIFICATION: Non-exempt
REPORTS TO: Grants Manager

ABOUT THE STUART FOUNDATION

The Stuart Foundation is a private family foundation based in San Francisco and is dedicated to improving life outcomes for young people through education. We work to ensure that education systems in California and Washington provide opportunities for students to learn, achieve and thrive.

Our guiding principle, or North Star, is an education system that values the whole child by strengthening the relationships between students, educators, families and communities. We seek to create systems that strengthen the full spectrum of a child's experiences from the classroom to the playground to the kitchen table.

As a result, children will have greater opportunities to be self-reliant, succeed in education and careers, and engage meaningfully in their communities.

The Foundation has an asset base of \$530 million, a staff of 20, and makes charitable expenditures of approximately \$21 million per year for the benefit of children and youth in the states of California and Washington.

POSITION SUMMARY

The Grants Associate (GA) focuses on tasks and activities related to grants and charitable expenses administration as well as docket production for board meetings under the supervision of the Grants Manager. The GA helps manage the grantmaking workflow and ensure the accuracy of the Foundation's processes, databases and budgets and uses his/her knowledge of technology to support Foundation activities.

RESPONSIBILITIES

- Provide support to the Grants Manager and other members of the Program Team
- Provide exceptional customer service to grantees and applicants
- Work with Grants Manager to provide training and support to staff on grants management processes and standards, systems and reports
- Work collaboratively with Finance on grant payments and reconciliations
- Create and run reports and dashboards to verify and provide information for internal and external use (in response to staff, board, grantee and auditors requests)
- Ensure accurate and up-to-date data entry in the CRM (SalesForce) and grants management (FoundationConnect) systems and provide technical support for users of these systems
- Draft, edit, format and produce documents, including grants management manual, correspondence and board docket materials
- Assist in the management of grantmaking workflow and contribute to the development and implementation of future enhancements to maximize grantmaking efficiency and effectiveness
- Create and ensure that grant records and supporting documentation, primarily in electronic form, are in compliance with IRS regulations and internal policies and respond to grant process and compliance questions from staff and grantees
- Serve on the internal technology working group and convening group
- Other administrative functions and projects as requested

QUALIFICATIONS

- Bachelor's degree or equivalent
- 3+ years experience in an administrative or project management support role
- Poised, confident, and professional style, and is a self-starter who demonstrates a commitment to outstanding customer service both toward internal and external constituents

- Ability to concurrently manage multiple moving assignments and deliver in a timely fashion
- Excellent attention to details and accuracy
- Flexibility, a “can-do” solutions-orientation, and willingness to help others
- Sense of humor
- Intermediate skills in Microsoft Office Suite (Excel, Word, Powerpoint, Outlook) and experience with Adobe Acrobat
- Knowledge of Salesforce and FoundationConnect a plus
- Philanthropic and/or grants management experience a plus

APPLICATION PROCESS

Interested applicants should send a letter of interest and a resume to David Barlow, Chief Financial Officer at:

Jobs@stuartfoundation.org

NO CALLS PLEASE

The position is now open. Review of applications will begin with resumes received by Monday, April 16, 2018 and will continue until the position is filled.

The Stuart Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.