The Stuart Foundation is a family foundation dedicated to improving life outcomes for young people through education. We believe that public education is a public good that can energize communities, fuel the economy, and strengthen our democracy. Our work brings together and supports leaders and organizations across a wide spectrum of different backgrounds and life experiences, from immigrant parents to state system leaders, and from youth activists to superintendents of schools, to realize a vision where all young people experience a great education.

The Foundation has an asset base of $596 million, a current staff of 16, and makes charitable expenditures of approximately $22 million per year. While based in San Francisco, we work statewide in California as our primary focus. We also engage in specific, targeted activities in Washington State.

THE JOB:

The position is **Associate, Partnerships and Grants.** This position focuses on activities related to relationship and information management with partners, centered on grantmaking and charitable expense administration. You will help to manage the grantmaking workflow and ensure the accuracy of the Foundation’s processes, databases and budgets, and use your knowledge of technology to support your Strategy, Partnerships and Learning team colleagues and to interface with colleagues in other areas of the Foundation to ensure coordinated activities.

ESSENTIAL FUNCTIONS:

- Support the Vice President and other members of the Strategy, Partnerships and Learning (SPL) team by serving as the point person for collaborative process design, implementation, and refinement of the Foundation’s grantmaking activities.
- Proactively manage and monitor workflow progress in order to keep the Vice President and SPL team, as well as other colleagues, informed of the status of grantmaking and other activities.
- Provide exceptional customer service to partner organizations that are grantees and/or applicants, including timely communication about status, trouble-shooting technical issues, and handling other questions related to grants processing and administration.
- Train and support staff on grants management procedures and standards, systems and reports.
- Support ongoing grants budget planning by managing projections, tracking, and providing analyses.
- Ensure that records are compliant with State, Federal and local rules and regulations.
- Structure reflection and internal assessments for the development and implementation of future process or system enhancements to maximize grantmaking efficiency and effectiveness.
• Work collaboratively with colleagues on the Finance team to ensure accurate accounting for grant payments and reconciliations, including periodic summations and annual grants listings.
• Serve on the internal technology working group, convening working group, and other ad hoc working groups, as requested.
• Provide other project support and administrative functions as requested.

POSITION REQUIREMENTS:

- Minimum of 3-5 years of experience in an administrative or program support position.
- Bachelor’s degree or equivalent knowledge and experience.
- Advanced skills in Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Proficient with a variety of virtual meeting platforms.
- Experience with Salesforce or another CRM platform and grants management platform.
- Strong project management and organizational skills.
- Strategic, forward-looking, and learning mindsets are essential.
- Dexterity and comfort with a fast pace and high-volume environment.
- Excellent attention to detail, accuracy, and follow-through.
- Excellent written and oral communication skills.

ATTRIBUTES AND QUALITIES FOR A GOOD FIT IN THE ROLE:

- Team Player – Our success is based on what we do together. While the content of the work focuses on processes, systems and data, the style of interaction we need in the role is human-centered from someone who genuinely enjoys and gets a lift from engaging diverse internal and external colleagues.
- Deliver Solidly with Creative Flexibility – The role is a linchpin for many other pieces of work in the organization, so a reassuring, dependable outlook is important while also enthusiastically and proactively problem-solving, pivoting, and finding solutions to things that will inevitably arise.
- Unflappable – Because we place a premium on partnership as the way we work externally and because we provide critical support to organizations that carry a myriad of obligations to support young people, educators, and communities, our work can feel high intensity (ex. urgent, immediate, etc.); we need a person committed to following through even under pressure in periods of heightened responsiveness.
- Nimble as Leader and Contributor – With a small overall team in the organization, this role will thrive via a desire to both drive projects as a leader and to help execute projects that others are leading.
- Adaptive Learner – Being situated in the middle of key processes and relying upon multiple systems and tools to keep work flowing and accomplish goals, the role is best suited to someone
who is curious about engaging, testing and learning multiple applications and digital platforms.

**BENEFITS AVAILABLE IF YOU JOIN US:**

- 100% Employer Paid Medical, Dental, Vision, Life Insurance, and Disability Insurance
- Employer Contribution to 403(b) Retirement Plan
- Professional Development and Tuition Reimbursement
- Vacation Allowance, Holiday Allowance, and Sick Day Allowance
- Flexible Spending Account Program
- Commuter Benefit Program
- Employee Service Awards and Matched Gifts on Charitable Donations

**LOCATION**

- The Stuart Foundation is currently operating in a hybrid work environment with staff working two to three days per week in the Foundation’s San Francisco office. These days are based on department and Foundation needs and are subject to change.

**SALARY AVAILABLE IF YOU JOIN US:**

- Salary range begins at $95,000

**TO APPLY:**

- To apply for this position, please send a cover letter and your résumé to: jobs@stuartfoundation.org. The position will be open until 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.*