KORET FOUNDATION

JOB DESCRIPTION

Position: Grants Officer
Classification: Full-Time Exempt
Department: Programs
Application Deadline: September 15, 2018

ABOUT US: The Koret Foundation is a private foundation based in San Francisco, committed to strengthening the Bay Area community and nurturing the continuity of the Jewish people worldwide.

POSITION SUMMARY:
The Grants Officer will be a critical member of the Program Team, reporting directly to the Director of Programs. The Grants Officer works across all program areas, including collaborating with finance and IT to ensure effective and efficient grantmaking processes. The Grants Officer will also serve as the system administrator for the Foundation's grants management database and as the project lead for system migrations.

RESPONSIBLIITIES:

Grant Management
- Maintain working knowledge of the Foundation's programs and priority funding areas and remain abreast of current research, activities, and trends in the philanthropic sector.
- Maintain regular communication with other Foundation professionals through Peak Grantmaking, Grantmakers for Effective Organizations, Council on Foundations, and/or other such networks in the philanthropic space.
- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Monitor and document the grantmaking workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements.
- Generate reports and data analysis for program and finance team or board.
- Problem-solve complex grant scenarios; consult/liaise with finance and/or legal counsel.
- Work with finance to generate reporting required for compliance and financial statement audits.
- Partner with Director of Programs and Director of Finance to ensure accurate and adequate paper and electronic document retention.

System Administration
- Manage implementation of a new grants management system and other technology improvements, including development plans and timelines, staff communication, testing and troubleshooting, documentation, training, and release cycles.
- Administer the current and future grantmaking database system, including managing data hierarchy, data quality, data retrieval, coding and reporting, particularly with respect to compliance, and monitoring, evaluation, and learning.
- Ensure all staff are aware and knowledgeable of grants management processes and technology to the degree their functions require. This includes designing dashboards and training staff of all departments formally and informally.

- Implement and maintain protocols for testing and reconciling data accuracy, and making timely and accurate database changes.
- Manage system upgrades, troubleshooting, and roll-out of updates including staff notifications and training.
- Develop training materials and standard operating procedures. Maintain electronic manuals and update program section of policy and procedures manual. Document system procedure changes and trains users on any updates.

Grant Monitoring and Evaluation Responsibilities
- Improve the way staff capture, access, and use grantmaking information to enhance programmatic and operational decision-making, produce accurate reports of grantmaking results, enhance grantee/grant seeker relationships, and enable learning; enhance supporting systems and tools.

Internal Responsibilities
- Backfill grants assistant role when necessary in assisting with board docket production and preparation.
- Assist in editing docket materials and preparing relevant materials.
- Design and maintain filing systems for the Foundation's paper and electronic records.
- Participate in weekly Program Team staff meetings, including provision of work-related updates.
- Participate in weekly substantive check-ins with Director of Program.
- Collaborate with Program Team, Finance Team, Administrative Team, and CEO on special projects as needed.

Perform other related projects or work as required.

REQUIREMENTS AND QUALIFICATIONS:
The Grants Officer will be motivated by a passion for the Koret Foundation's mission and a drive for continuous learning and improvement. S/he will be a project manager, consultant, analyst, and problem solver with exacting standards and an eye towards creativity and innovation. This role requires an individual who can balance strong attention to detail and analytical skills with an engaging, consultative, relationship-focused approach to working with people.

Essential skills for consideration include a highly-tuned detail orientation, strategic thinking, and a process and system mindset. A successful Grants Officer will be adept at managing a project from inception to completion, and have an innate ability to prioritize and synthesize information in an analytical and systematic manner. A comfort with ambiguity and competing priorities is vital. Candidates should be exceptionally strong written and oral communicators, great listeners, instinctual information sharers, and network builders.

Additional, valued qualifications include:

- Project management experience, particularly with large scale projects
- Data management experience, familiarity with data systems and business processes
- Financial or business analysis skills
- Experience managing large scale projects
- Well-developed facilitation and teaching skills
- Exceptional communication skills
- Natural curiosity for problem solving
- Proficiency in Microsoft Office Suite, especially with Excel
- Experience with complex database systems, experience with MicroEdge GIFTS or comparable grants management software preferred

- Familiarity with private foundation approaches, requirements and processes.
- Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Professional, flexible, and a can-do attitude

A Bachelor's Degree is required. Master's degree in non-profit management or related field preferred. Candidates should have a minimum of 5-7 years of professional work experience, with some knowledge or background in nonprofits or grantmaking and/or management systems. Knowledge of the Bay Area Jewish and general communities is an advantage.

BENEFITS AND COMPENSATION:
The Foundation offers an excellent benefits package and a salary that is commensurate with education and related work experience. The position is full-time, exempt, and located in downtown San Francisco, CA.

TO APPLY:
Please send an email referring to job title in the subject line along with a resume and one-page cover letter explaining your interest and how your skills and work experience fit the position to jobs@koret.org.