

Open Position:

Grantmaking Manager

Headline

Our intention is to liberate capital in a decolonized, racially-just and joyful form that makes space for creative and courageous solidarity funding that is inspired by, as well as responsive and accountable to, grantee needs and visions. The Grantmaking Manager will be pivotal in holding the foundational base of this intention. Working as a part of the Programs Team, this role will be responsible in supporting the project management of our grantmaking initiatives, database management, grantee management work, and providing key administrative support.

Organizational Description

The Solutions Project (TSP) funds and amplifies grassroots climate justice solutions across the US and Puerto Rico, especially those created by Black, Indigenous, Immigrant, women, and other people of color-led organizations. We operate as a national intermediary dedicated to improving the material conditions of the people directly impacted by the climate crisis, who we believe play a central role in finding and scaling solutions. We make grants to over 125 organizations closest to the problems created by pollution and climate change, amplifying the ideas and energy of those on the frontlines. We use culture, policy, and media as a strategy to bring focus and attention to what is working and what is not. The current moment appeals to philanthropy to be more attuned and holistic in its approach. To recognize interconnectedness, and to be in deeper service of communities. This is the type of philanthropy we embody.

Our Culture

- **Be bold.** We are aspirational, creative, and always proactive. Those at the frontlines of pollution, extraction, and the shared urgency of climate change deserve nothing less.
- **Be inclusive.** We shine the light and invite everyone we can onto the path to a regenerative economy. We follow the leadership of those rooted in frontline communities who are showing the way.
- **Be movement accountable.** We aim to be accountable to the grassroots organizations that we fund and amplify. We leverage and strengthen the field, connecting dots and resourcing others, as needed, seeking input on what we do well, and how we can improve.
- **Advance equity.** We center equity-rooted strategies, community benefits, diverse leadership, and just transitions. The transition to a regenerative economy must center and directly benefit those people most impacted by pollution, extraction, and climate change.

Areas of Responsibility

Grantmaking Systems & Programming

- Manage the grant pipeline, including implementation, tracking and oversight, with the ultimate goal of building systems that uphold our solidarity philanthropy ethos

- Administer the grantmaking systems that TSP already has in place (SalesForce, FormAssembly, MailMerge, Bill.com, Google Drive) and research new potential systems, in order to find ways to keep what is working and innovate creatively within our grantmaking practice
- In collaboration with the Grantmaking Director, ensure organized, yet spacious and joyous, grants processing implementation, including designing and drafting grantee communications, forms, letters and applications
- Strategically manage tasks in a highly collaborative form, ensuring that cross-team cohesion is maintained throughout the grantmaking process
- Consider and understand the impact of our grantmaking processes and activities on the grantee experience, bringing learnings and suggested improvements into our processes at all times

Database Management

- Ensure data integrity of our grantmaking CRM database (Salesforce) by ensuring data is complete and accurate for:
 - Dashboards to visualize our grantmaking metrics across our team and the wider organization
 - Reports ready to be used for grants processing and tracking
 - Historical and current-day data (including demographics) for grantee organizations and their leadership
- Monitor inputs to avoid duplication of records
- Support our team on finding best practices for using the CRM and Bill.com
- Customize the user interface to make the CRM a useful tool to our grantmaking work

Grantee Experience + Team Support

- Support Grantmaking Director's vision for regenerative grantee communications plans. This may include:
 - Manage ongoing grantee communications regarding grants processing, i.e. responding to grantee questions, feedback, and recommendations
 - Track, document, and analyze grantee engagement and feedback, support process streamlining to respond to grantee recommendations
- Work with the Operations Team to ensure grantee data is up to date
- Support Programs Team in cross-departmental operational initiatives and administrative tasks, as needed

Qualifications

Must-Have Skills

- 4+ years of experience in foundation/philanthropy or nonprofit administration
- 3+ years of experience database management or operations
- 2+ years of administrative and grants processing experience, ideally at a grantmaking entity with over \$10M in annual giving
- Knowledge of Salesforce or other CRM platforms
- Ability to project manage, analyze situations, solve problems creatively and think strategically
- Strong verbal and written communication skills, including excellent telephone and email etiquette
- Attention to detail, and a strong commitment to quality control of data
- Collaborative leader and strong contributor within a team environment
- Passion and commitment to our mission of funding and amplifying the leadership and solutions sets of Black, Indigenous, Latinx, Asian American and Pacific Islander, and other people of color-led climate justice organizations
- Personal commitment to being a part of an inclusive and just workplace, including a commitment to develop or further hone personal, and interpersonal core competencies related to justice, equity, diversity, and inclusion (JEDI)
- Comfortable working in a remote team setting, with demonstrated ability to be self-motivated
- Deep desire to learn and openness to receive and give feedback
- Strong passion for supporting and being in partnership with frontline organizations

Nice to Have Job Skills (Can be Learned on the Job)

- A strong passion to contribute and help build a philanthropic sector that centers people of color and brings forward trust-based and solidarity practices
- Ability to learn and communicate about climate justice and the work our grantee network undertakes
- Familiarity with financial information, including the ability to evaluate invoices, contracts, and budgets
- Processing/recordkeeping experience preferred
- Unwavering commitment to follow processes and practices to ensure IRS/legal compliance for foundation grantmaking; commitment to remaining knowledgeable of compliance updates

Compensation & Benefits

This is a full-time, exempt position. We are a fully remote team. This position can be based anywhere in our geographic area of focus with a minimal amount of travel expected. The salary range for this position is \$70,000 - \$85,000 per year plus generous benefits. TSP is an equal opportunity employer and strongly encourages indigenous leaders, leaders of color, women, and those who identify as LGBTQI to apply.

Application Instructions

Please email your resume and a statement of interest (in your format of preference, i.e. video, audio, written, etc.) to sekita@thesolutionsproject.org before or by August 26th, 2022.

Applications will be considered on a rolling basis.