



## **Arcus Foundation Position Description**

**Position:** Grants Coordinator

**Location:** New York, NY

**Reports to:** Senior Director, Grantmaking Effectiveness

**Status:** Full-time, Exempt

**Updated:** March 2022

### **POSITION SUMMARY**

The Grants Coordinator is part of the Grants Management and Process Effectiveness (GM&PE) team, led by the Senior Director, Grantmaking Effectiveness (Senior Director). The department, which also includes two Grants Managers, focuses on grant-related compliance, impact, and learning and knowledge at the Arcus Foundation. The department has a unique vantage point across the organization: it partners with program teams and collaborates closely with the finance and communications teams to facilitate grantmaking processes and achieve foundation goals.

The GM&PE department is responsible for implementing the legal, technical, and operational components of all grantmaking portfolios. The team engages across the foundation by leading cross-organization training and collaborations and designing systems to interact with grantees, manage the grant lifecycle, aggregate information, analyze data, and share learning and best practices. Working on every grant, the team is a critical partner and respected resource in supporting the management and implementation of program strategies, serving as thought partners and catalysts for innovation.

With direction from the Senior Director, the Grants Coordinator position implements grantmaking processes, ensuring a high level of due diligence on certain grants portfolios, and administration. The Grants Coordinator will simultaneously manage day-to-day and project-based priorities, demonstrating a commitment to timely, accurate, and complete work, and delivering a high level of attention to detail. The role is critical to ensuring best-in-class customer service to Arcus' internal and external stakeholders. The Grants Coordinator will work closely with relevant team members in a highly collaborative work environment.

### **RESPONSIBILITIES**

#### ***Grant Portfolio Administration***

The Grants Coordinator is responsible for coordinating the legal, technical, and operational components of select grantmaking portfolios, including but not limited to board discretionary

grants, staff grants, and foundation memberships. Responsibilities of the role to those select grantmaking portfolios are:

- ensuring grants are compliant with IRS and institutional regulations and requirements,
- maintaining electronic grant files,
- preparing grant information for the foundation's annual audit,
- generating grant award and agreement letters,
- conducting legal compliance reviews of LOIs, proposals, and grantee reports, and
- ensuring grantmaking policies and procedures are consistently applied.

Meeting these responsibilities requires:

- ongoing analysis of grant records and reports including analyzing grant financial reports and working with programs and/or grantees if there is a problem or compliance issue,
- analyzing grant structure and budgets and recommending action to program staff, and
- active engagement in the philanthropic sector to keep current on new regulations and best practices.

### ***GM&PE Administration***

The Grants Coordinator is responsible for maintaining and implementing internal administrative infrastructure for the team, including but not limited to grantmaking policies and procedural documentation, executing grant-related letters, supporting the initiation of grant payments (instructions and routing), supporting data integrity needs in the grants management system to allow for more accurate and efficient reporting.

### **REQUIRED COMPETENCIES**

#### ***Technical Expertise***

- Experience in philanthropy or the nonprofit sector with a minimum of 2 - 4 years of grants management involvement required, ideally in positions of increasing responsibility and with cross-functional exposure.
- Demonstrated knowledge of IRS regulations governing grantmaking in a nonprofit and/or private foundation environment.
- Experience with grants management software, preferably Fluxx.
- Data, information, and knowledge management understanding and ability to follow related processes.
- Understanding of and commitment to foundation's program areas, mission, and values, including knowledge or experience in conservation or social justice, demonstrated through prior work or volunteer experience.
- Excellent written and verbal communication skills.
- Experiencing managing projects and project budgets.

- Experience working with vendors.
- Demonstrated ability to excel in a fast-paced environment with competing priorities, while remaining flexible and proactive.
- Must possess solid decision-making ability, independence, initiative, and a strong ability to take guidance and direction.

### ***Professional Integrity***

- Exceptional reliability and always exhibits a high degree of professionalism.
- Ability to maintain the confidentiality of information and operate with maximum discretion.
- Effective stewardship of foundation staff and financial resources.

### ***Cultural Competence***

- Demonstrates sensitivity and respect for cultural values, practices, beliefs, and social experiences of diverse communities; effectively and comfortably engages in a variety of cultural settings.
- Ability to be effective in a global, multi-cultural, multi-location organization.

### ***Positive Partnerships***

- Positively and professionally strengthens the capacity of Arcus's teams and external partners.
- A confident and team-oriented relationship builder who can communicate and work with people at all levels and backgrounds.
- Demonstrated ability to build trust and collaboration across departments and teams.
- Able to represent the foundation to external stakeholders upon request and as authorized.
- Exceptional team orientation and possession of a facilitative and collaborative style of engaging others in projects.

### **LOCATION:**

The Grants Coordinator **must** be able to work out of our NYC office, located at 445 5<sup>th</sup>, Avenue, New York, NY 10016. The Arcus offices are currently working on a hybrid schedule of three days in-office, with the option of working two days remotely. The general office hours are Monday – Friday, 9:00 am – 5:30 pm.

### **COMPENSATION:**

An annual salary ranging from \$60,000 - \$70,000, as well as a comprehensive benefits package that includes, but is not limited to:

- Employer-contributed health, dental, and vision plans,
- Employer-contributed 401(k) plan,
- Paid Time Off (PTO), sick leave, and twelve (12) paid holidays,
- Paid Family Leave.

**TO APPLY:**

Please submit a resume and cover letter detailing your interest in the position and how you came to hear about the role via email to [GCsearch@arcusfoundation.org](mailto:GCsearch@arcusfoundation.org). Applications will be reviewed on a rolling basis through **May 15, 2022**.

The Arcus Foundation is an equal opportunity employer and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Arcus Foundation prohibits discrimination against employees and applicants for employment because of the individual's race or color, religion or creed, immigrant, citizenship or non-citizen status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, intersex status, sexual and reproductive health decisions or decision making (of employees or their dependents), disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, pre-employment arrest record, or any other characteristic protected by law. The Arcus Foundation also considers for employment qualified applicants with criminal histories consistent with federal, state, and local law.