Arcus Foundation Position Description

Position: Manager, Grants and Information Systems
Location: New York, NY
Reports to: Senior Director, Grantmaking Effectiveness
Status: Full-time, Exempt
Updated: March 2022

POSITION SUMMARY

The Manager, Grants and Information Systems (MGIS) is part of the Grants Management and Process Effectiveness (GM&PE) team, led by the Senior Director, Grantmaking Effectiveness (Senior Director). The team, which also includes a grants coordinator and second grants manager, 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 team 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.

The MGIS position manages grantmaking processes, ensuring a high level of due diligence and legal, technical, and operational management for select strategic, programmatic grant portfolios. It also provides deep engagement in grantmaking cyclical activities and planning. The MGIS helps to develop and implement digital information and knowledge systems for Arcus' grants. Working with foundation staff and outside consultants as necessary, this staff member oversees a network of tools and processes that collect a wide range of grant-related data and information from a variety of sources. Under the supervision of the Senior Director, this role seeks to ensure that well-designed information systems, careful data management, and diligent grants administration practices enhance the foundation's grantmaking and overall effectiveness. The MGIS will also focus on Fluxx use across departments and support and maintain the integrity of data and integrations with external applications. The MGIS will partner with all departments to ensure that Fluxx and other applications and platforms meet the needs of internal and external stakeholders and users. This position will also provide analysis and

support for system enhancements and perform configuration updates, testing, end-user training, and deployments. This position supports the Senior Director in their role directing the analysis and sharing of grantmaking knowledge across the foundation and externally.

RESPONSIBILITIES

Grant Portfolio Administration

The MGIS is responsible for implementing the legal, technical, and operational components of select grantmaking portfolios representative of strategic, US and International grants across the foundation's two programs: Social Justice (to advance legal rights, safety, and cultural acceptance for LGBTQ+ people) and Great Apes and Gibbons (to ensure the conservation and wellbeing of the world's great Apes and gibbons). This is the core function of the MGIS role and accounts for roughly 60% of job responsibilities.

Responsibilities of the role to 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,
- monitoring and addressing grant portfolio needs throughout the lifecycle,
- conducting legal compliance reviews of LOIs, proposals, and grantee reports, and
- ensuring grantmaking policies and procedures are consistently applied.

Meeting these responsibilities requires:

- the provision of active support to program staff by providing input and guidance on structuring grants; attending program team meetings and site visits to deepen competency in program areas; and developing and maintaining taxonomic structures and coding.
- the provision of technical assistance to select portfolio grantees as needed.
- ongoing analysis of grant records and reports including analyzing grant financial reports and working with program and/or grantees if there is a problem or compliance issue and conducting analysis of grant structure and budgets and recommending action to program staff.
- active engagement in the philanthropic sector to keep current on new regulations and best practices.

Grant Information Systems

The MGIS is responsible for identifying and meeting the foundation's grant-related data and information systems needs in service of relevant knowledge management, monitoring and evaluation, and organizational learning. This includes maintaining and managing the policies, processes, and tools (together, "the systems") necessary for effective information input,

storage, retrieval, and application regarding the foundation's grants. These responsibilities span all grantmaking at the Arcus Foundation (that is, they are not limited to the select portfolios for which the MGIS assumes core compliance and operational responsibility). They reflect a significant, ongoing body of work for the role and account for roughly 40% of job responsibilities.

Responsibilities of the role to Arcus' grantmaking are:

Technology
- ensuring grantmaking technology meet the needs of Arcus and its grantees,
- acting as administrator for all grantmaking technology,
- liaising with tool and system consultants and vendors around troubleshooting and enhancements,
- managing the implementation of new grantmaking technology,
- managing integrations between tools and systems, and
- identifying technology needed to capture, access, and extract grant data and information.

Processes & Conventions
- developing processes that ensure integrity and quality of data,
- documenting and maintaining user protocols for data management,
- supporting the development of guidelines and conventions to enable shared, efficient, and reliable access to digital information and physical files,
- supporting the development of processes to extract data and build narratives and storytelling, and
- implementing data extraction and narrative building processes, providing training and support to program and communications staff as needed.

Data
- identifying grant data and information necessary to facilitate the creation of narratives, including both quantitative and qualitative data and oral histories,
- developing and generating reports from grantmaking technologies,
- analyzing grant trend data to support programmatic decision-making,
- generating grant data in support of external-facing strategy,
- supporting evaluation needs of programmatic strategy efforts,
- coordinating the tracking of impact data for program teams on an annual basis; and
- collecting data on performance measures and monitoring against sector trends.

User Experience & Continuous Improvement
- creating and administering systems usage training for staff,
- implementing user experience considerations,
- analyzing grantee experience data; and
- implementing system improvements as needed.

REQUIRED COMPETENCIES

Technical Expertise

- Significant experience in philanthropy or the nonprofit sector with a minimum of 5 - 7 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.
- Mastery of grants management software, preferably Fluxx, and in designing, developing, and implementing grantmaking systems and processes.
- Deep understanding of best-in-class and emerging grantmaking technologies.
- Data, information, and knowledge management understanding and ability to develop and follow related processes.
- Understanding of and commitment to the 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.
- Proven track record of planning and managing multiple complex projects and initiatives. Must be extremely well organized with great attention to detail. Must enjoy the challenges of taking an ambiguous project vision or goal and translating it into concrete objectives and steps.
- Experiencing managing project budgets.
- Experience managing vendor relationships.
- 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 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 comfortable 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 collaborate style of engaging others in projects.

LOCATION:
The MGIS **must** be able to work out of our NYC office, located at 445 5th, 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, 9:00am – 5:30pm.

COMPENSATION:
An annual salary ranging from $95,000 - $110,000, 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 each year,
- 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 **MGISsearch@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.