



Job Announcement Grants Administrator

[Wilburforce Foundation](#) is a private, philanthropic foundation that empowers conservation leaders to protect the irreplaceable lands, waters, and wildlife of western North America.

We are seeking a process-oriented and collaborative professional to join us as our full-time Grants Administrator. The Foundation offers a strong benefits package and competitive salary. Details about the position are found below.

APPLICATION PROCESS: The application deadline is **May 24, 2022**. After this deadline, please contact us before submitting an application.

Please submit a cover letter and resume, combined into one document either in PDF or Microsoft Word format. Email your application to jobs@wilburforce.org, and use “Grants Administrator” in the subject line.

Anticipated timeline:

- Early June- First-round interviews by Zoom for selected applicants
- Mid-June- Second-round interviews in person for those who advance
- End of June- Reference checks and hiring decision

We hope to have a new employee start as soon as possible thereafter.

We maintain a hybrid work environment that allows for both in-office and remote work. We schedule required office days each month, therefore all-remote is not an option. Employees are expected to reside in the Puget Sound region within a commute of Wilburforce’s office in north Seattle.

Consistent with Wilburforce’s vaccination policy, all new hires (except those granted reasonable accommodations in accordance with applicable law) are required to be fully vaccinated and boosted for COVID-19.

Wilburforce Foundation is an Equal Opportunity Employer. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, disability, veteran status, gender identity, gender expression, marital status, or any other classification protected by local, state or federal law.

For more information about the Foundation and its priorities, please visit the Foundation's website at www.wilburforce.org.

Thank you!

Paul Beudet,
Executive Director
Wilburforce Foundation

Position Opening

Grants Administrator

Hours: Full-time

Reports to: Director of Finance, Operations, and Grants Management

Classification: Non-Exempt

Salary Range: \$65,000 - \$85,000

Benefits: We offer generous benefits including health, dental and long-term disability insurance, retirement, vacation, sick and holiday leave, professional development, and more.

Location: This position is based in the dog-friendly Wilburforce offices in the [Greenfire Campus](#) in Seattle's Ballard neighborhood. There is no relocation budget associated with this position and employees are expected to reside in the Puget Sound region at the time of employment.

Position Summary: This position supports the mission of Wilburforce Foundation by managing the administration of grant transactions through all steps in the grantmaking lifecycle including application, due diligence, approval, payments and reporting. We strive to create straightforward and inclusive processes that support grantees. This position works across all of the Foundation's program areas to ensure our grantmaking data is reliable and consistent and our grantmaking practices comply with IRS regulations.

Key Responsibilities: The Grants Administrator works directly with the Director of Finance, Operations, and Grants Management to support the day-to-day grantmaking process, maintain and enhance grantmaking procedures, and provide high-quality service to staff, board and grantees. This role ensures that required laws, regulations, and established policies are followed as grants are reviewed, awarded, monitored, and closed. Responsibilities will also include serving as the Foundation's main database administrator, working with both it and other software tools to implement and improve systems to meet current and future program and operational needs. This position is part of the Administrative Team and works collaboratively with Program staff, outside vendors, and grantee organizations.

Specific duties and responsibilities include, but are not limited to:

- Update and maintain records in the Foundation's grantmaking system (currently Salesforce) to ensure accuracy and data integrity and to comply with both foundation requirements and IRS standards.
- Review grant applications for completeness; communicate with applicants regarding application procedures and materials ensuring proper documentation and regulatory compliance.
- Ensure timely and accurate processing of grant notification letters, grant agreements, and grant payments.
- Track and confirm timely submission of follow-up reporting by grantees.
- Develop a thorough knowledge of the Foundation's grantmaking system and work with other staff and consultants to update and improve as necessary.
- Engage with administrative and program teams to implement and improve grants management policies and procedures to increase efficiency and clarity.

- Support program staff and the grantees who use Foundation tools such as the application portal with dependable technical assistance and approachable customer service focus.
- Monitor the public facing email inbox and respond to inquiries in a timely manner.
- Assist in the preparation of board meeting materials and provide accurate information to other stakeholders.
- Prepare programmatic reports on grantmaking activity, history, and trends.
- Provide reports and materials to assist with Foundation tax returns and audits.
- Participate in the Foundation's internal diversity, equity, and inclusion capacity building efforts.
- Provide backup administrative support when needed.
- Attending Foundation meetings, both on-site and via phone or video conference.
- Other duties and projects as assigned by the Director of Operations, Finance, and Grants Management.

The following qualities are desirable in the candidates we hope to meet:

- Minimum two years of related work experience. Experience in nonprofit development or grants administration preferred but not required.
- Experience with customer relationship management software, ideally with a grants management system. (We use Salesforce.)
- Commitment to learning and professional development related to grantmaking processes, federal requirements, and foundation operations.
- Customer service orientation with a genuine desire to help others.
- Data-driven, process oriented, inquisitive, and exceptional attention to detail.
- Comfortable with technology including Microsoft Office Suite, MS Teams, Adobe Acrobat, and teleconference platforms like Zoom.
- Strong time management skills and highly organized.
- Ability to meet deadlines and move projects forward with a high degree of independence and initiative.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues, grantees, and external vendors.
- Energetic, enthusiastic, and good-humored with a willingness to be flexible.
- Openness to learning; accepting positive and constructive feedback.
- Patient and adaptable to changing systems and processes.
- A person of integrity able to maintain the highest level of confidentiality.
- Desire to contribute to a positive, inclusive, engaged, and productive organizational culture.