



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.

APPLICATION PROCESS:

Application Open Until Filled. This position will remain open for candidates to apply until an applicant is offered the position and has accepted the offer. Applications screened beginning June 5th and then evaluated until the position is filled.

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

Anticipated process:

- First-round interviews by Zoom or phone for selected applicants.
- Second-round interviews for those who advance. Interviews will be in person at our office unless other accommodation is requested.
- Reference checks and hiring decision.
- We hope to have a new employee start as soon as possible after that.

We maintain a hybrid work environment for both in-office and remote work. All Employees are expected to reside in the Puget Sound region within commuting distance of Wilburforce’s office in north Seattle.

Wilburforce Foundation is an Equal Opportunity Employer. The Foundation does not discriminate in employment opportunities or practices based on 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!

Jeanne Cragin
Grants Officer



Job Description

Grants Administrator

Hours: 40 hours per week

Reports to: Grants Officer

Salary Range: \$90,000- \$130,000

Classification: Non-exempt

Benefits: We offer generous benefits, including health, dental, and long-term disability insurance, retirement, a minimum of 120 hours paid vacation, sick leave, and paid Federally recognized holidays, plus the Friday following Thanksgiving and year-end (December 25-31), professional development budget, and more.

Location: This position is based in the dog friendly Wilburforce offices in the Greenfire Campus in Seattle's Ballard neighborhood. No relocation budget is associated with this position, and employees are expected to reside in the Puget Sound region at the time of employment.

The Grants Administrator (GA) supports the mission of the Wilburforce Foundation by managing grant transactions and providing grantee support throughout the entire grantmaking lifecycle, including invitation, application, due diligence, approval, payment, and reporting. The GA collaborates across the Foundation's program areas to ensure consistent implementation of our grantmaking processes and policies, maintaining compliance with IRS regulations, while creating straightforward and inclusive procedures that effectively support our grantee partners.

Additionally, the GA works to support the day-to-day grantmaking process, maintain and enhance grantmaking procedures, and provide high-quality service to grantees and the Foundation's staff and board.

Responsibilities include, but are not limited to:

- In collaboration with the Grants Officer, work closely with program staff to provide general grantmaking guidance and ensure alignment between grantmaking and programmatic strategy.
- Administer the grant lifecycle with grant recipients and internal staff, including invitations, proposal review, award execution, compliance documentation, payments, and reporting.
- Prepare accurate and timely grant-related correspondence and respond to inquiries in a timely manner.

- Review grant applications for completeness; communicating with applicants regarding application procedures and materials ensuring proper documentation and regulatory compliance. Track and confirm timely submission of follow-up reporting by grantees.
- Develop and manage the process to collect feedback from applicants and grantees on grantmaking practices and opportunities for improvement.
- Support program staff and the grantees who use Foundation grants management tools with dependable technical assistance and approachable customer service focus.
- Assist in onboarding, training, and ongoing support to users at all levels of grantmaking process and system.
- Update and maintain records in the Foundation's grantmaking system to ensure accuracy and data integrity and to comply with both foundation requirements and IRS standards.
- 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.
- Maintain and update grantmaking policies and procedures documentation and communicate updates to staff.
- Assist in the preparation of board meeting materials and provide accurate information to other stakeholders.
- Prepare reports for the Foundation's staff and board, such as grantmaking activity, history, and trends.
- Provide reports and materials to assist with Foundation tax returns and audits.
- Support equitable and inclusive grantmaking procedures and help to identify areas for improvement.
- Participate in the Foundation's internal diversity, equity, and inclusion capacity building efforts.
- Provide backup administrative support when needed.
- Attend Foundation meetings, both on-site and via phone or video conference.
- Other duties and projects as assigned by the Grants Officer or the Director of Operations, Finance, and Grants Management.

Qualifications

- Experience in nonprofit development, higher education, or grants administration.
- Experience with customer relationship management systems, database, or grantmaking systems.
- Proficient with technology including Microsoft Office Suite, MS Teams, Adobe Acrobat, and teleconference platforms like Zoom.
- Commitment to learning and professional development related to grantmaking processes, federal requirements, and foundation operations.
- Customer service orientation and strong interpersonal skills; able to develop and manage productive relationships with colleagues, grantee partner, and external vendors.
- Data-driven, process oriented, inquisitive, and exceptional attention to detail.

- Strong time management skills and highly organized, with the ability to prioritize and meet deadlines with high independence and initiative.
- Energetic, enthusiastic, and good-humored, with a willingness to be patient and adaptable to changing systems and processes.
- Openness to learning and able to give and receive constructive feedback.
- A person of integrity who is able to maintain the highest level of confidentiality.
- Desire to contribute to a positive, inclusive, engaged, and productive organizational culture.