



THE 360 GROUP
— EXPECT THE UNEXPECTED —

Kataly Foundation

Knowledge and Grants Manager

Position Description & Candidate Profile

Knowledge and Grants Manager

Location

San Francisco, CA

Reports to

Chief Executive Officer

The Opportunity

The Kataly Foundation, a new family foundation based in the San Francisco Bay Area, is committed to supporting restorative economics, environmental justice, and mindfulness and healing. At this inaugural moment, the foundation is seeking to build its team beyond its new CEO and Director of Communications by adding to crucial infrastructure that will serve the foundation's programs and grantees in the ways the donors intend.

Kataly's mission is to support and provide resources to communities and social movements that are exploring new solutions to persistent, systemic problems, while embracing its role and responsibility in changing the systems that led to wealth extraction from these communities in the first place.

The Kataly Foundation moves resources to support the economic, political, and cultural power of Black and Indigenous communities, and all communities of color. By transforming its own relationship to capital, the planet, and each other, the Kataly Foundation will redistribute and redefine wealth in a way that leads to transformation, abundance, and regeneration. Kataly's intention is to be a partner that supports solutions, leading to lasting regeneration that transforms us all.

Position Responsibilities

The Knowledge and Grants Manager will be a thoughtful, engaged contributor to Kataly Foundation's growing team, reporting to the CEO. Overall, the Knowledge and Grants Manager will possess extensive experience with the grantmaking cycle as well as design and implementation of digital information systems. One of the Foundation's key goals is to use knowledge from grantees to inform strategy and grantmaking to advance the work on the Foundation's program areas.

This position will be responsible for managing and monitoring all grants authorized by the Foundation and ensuring consistent grant processing. This function will interact significantly with current and potential grantees. Moreover, the position

will manage a robust database, and will use that information to support the strategy and execution of the grants administration function, as well as that of the program leaders. Third, the Knowledge and Grants Manager will also conduct field research and manage knowledge assets for the Foundation through a database of current and potential grantees and other partners. Finally, this role will assist the Foundation in keeping abreast of trends and key players in the program areas, as well as work with grantees to collect data that will inform the Foundation's impact. Specifically, the Knowledge and Grants Manager will:

- Build and strong, mutually respectful relationships with grantee partners through every point of contact during the grant application and grant maintenance process relevant
- Design and manage the Foundation's information systems including the grants database, library, issue research, and knowledge management
- Assess and recommend best-in-class software systems and oversee seamless implementation and integration
- Identify opportunities to streamline the grants process to minimize administrative load (for grantee partners and the Foundation staff)
- Working with the Director of Finance and Operations, producing program budgets statements, historical analysis of grants, periodic financial reports, IRS schedules, and other information as requested
- Oversee creation of and adherence to Foundation calendar and internal timelines related to grantmaking
- Maintain integrity of the data and work with the broader team to anticipate data needs, with a focus on end-user needs
- Develop and maintain grants database manual and train staff on software and systems
- Create electronic (and where necessary, physical) grant files to meet legal, tax and audit requirements
- Assist in the preparation of clear and accessible materials including the board docket, strategy memos, Website, and annual report
- Produce and distribute award letters, declination letters, as well as payments
- Promote collaborative tools to facilitate sharing of ideas and work among internal teams and external partners
- Recommend and participate in ongoing professional development for self and Foundation team

Profile of the Successful Candidate

As Kataly Foundation expands its grantmaking, the Knowledge and Grants Manager will be a critical part of the team and the organization's success. The successful

candidate will be skilled in managing information, creating process and work flows, using databases in strategic ways, leveraging reports to inform the Foundation's ongoing work, and enjoying learning about the range of organizations in the Foundation's portfolio using excellent research skills.

More specifically, Kataly Foundation seeks a professional who has:

- Significant experience working with information systems and database management
- Proven analytical, database and reporting skills
- Skill in organizing information quickly and easily
- Ability to design work flows that focus on ease of use
- Demonstrated knowledge in grants management and administration
- Facility with online research
- Excellent written and verbal communications skills, including experience with and/or excitement about presenting data creatively and compellingly
- The ability to easily interact with a wide range of people and styles with a customer service approach
- The ability to manage confidential or sensitive information with discretion
- Advanced technological skills – including database and grants management software, and the Office suite at a minimum – and an interest in keeping abreast of new tools (with good judgment about deploying them in the Kataly Foundation environment)
- An energetic, nimble nature

The successful candidate will also likely have:

- Three to five years' grants and contracts-related work experience, or equivalent combination of education and experience

Start Timeframe

We seek to have someone in place by Winter 2020.

To Apply

All applications are held in strict confidence. Please submit your credentials and letter of interest to The 360 Group through our private applicant portal at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Vincent Robinson, Managing Partner, or Monica Rodgers, Senior Consultant. Applications will be reviewed on a rolling basis, though earlier applicants may receive priority consideration. To be

considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.