



GRANTS MANAGER

Tara Health Foundation

WHO WE ARE

The Tara Health Foundation is a private spend down foundation investing all of our assets by 2030. Tara Health is dedicated to improving the lives of women and girls through the use of creative capital. We give grants, provide loans, and invest in private companies that benefit women-identified people in the United States.

The Foundation currently funds grants through five portfolio areas: 1)Reproductive Health, 2)Birth Equity, 2)Workplace Equity, 3)Corporate Engagement and 5) Global Impact. These portfolios have worked alongside one another for years, and the Foundation is beginning the process to reimagine our internal structure, processes, mission and vision that integrate our values and commitment to racial equity.

There's currently a team of seven who work collaboratively across grantmaking, operations and office management. Day to day, we connect via zoom. This position would work closely with all members of the organization.

We seek candidates who are detail-oriented and organized and who can contribute to our organizational culture through their lived experience and commitment to racial, gender and economic equity for all. The Foundation is committed to fostering an equitable, inclusive and diverse culture, and seeks candidates who can help the Foundation achieve this aspiration.

Job Purpose: This position is responsible for proactive grants management for the team, implementing and providing quality control for all grantmaking procedures and systems, ensuring quality with all aspects of grant processing and management.

Reports to: Director of Programs and Operations

MAJOR JOB FUNCTIONS

- **Audit and improve our current grants management system.** This includes reviewing the current grants management system and processes and recommending changes to improve efficiency and effectiveness. Periodically review the system and revise as appropriate and create new grant proposal applications and reports as needed.
- **Manage grant administration.** Work closely with team members to process, classify and code all incoming proposals. Provide team with history of applications, grants, disbursements, relevant background and procedures as needed. Manage the online grants management system in Salesforce. Work with the Office Manager to troubleshoot grants management system issues and create new tools as needed.

- **Assure compliance.** Assure all proposals and discretionary grant requests are in compliance with IRS.
- **Process grants.** Process all requests for discretionary grants. Work with Manager of Operations to make grant payments. Prepare and distribute appropriate correspondence regarding the status of proposals and funding decisions for applicants and grantees. Manage grantee extension requests and overall grantmaking budget across the Foundation. Schedule grantee check-in meetings for the team.
- **Prepare reports & analysis.** Work with the team to track and request progress reports and final reports. Prepare grantmaking summary reports as needed or as requested by the team for communications, measurement evaluation and learning, Board meetings and staff meetings throughout the year.
- **Ongoing learning and professional development.** Review and remain current about emerging and critical trends and best practices in grants management. Attend trainings and learning conferences as appropriate.
- Additional projects and support, as needed.

QUALIFICATIONS FOR GRANTS MANAGER POSITION

Required Education and Experience

- Associate or bachelor's degree preferred; direct relevant experience can be substituted.
- Minimum ten years of relevant work experience.

Required Skills/Abilities

- **Collaboration and support-oriented.** Ability to work effectively, collaboratively, and respectfully with a variety of people and groups. Ability to work efficiently in a team environment with staff, as well as independently with little supervision. Exercise good judgment and decision making.
- **Effective communication.** Ability to communicate effectively interpersonally and in group settings. Excellent listening and troubleshooting skills.
- **Technical skills.** Ability to work with a high level of proficiency in G-Suite and Microsoft Office software including Word, Excel, PowerPoint and Adobe Acrobat. Ability to work with a high level of proficiency in Salesforce or grants management software/database.

Required Competencies

- Outstanding written and oral communication skills.
- Exceptional reasoning and problem-solving abilities.
- A commitment to learning and development and openness to feedback.
- Adaptability and flexibility with ability to thrive in results-oriented culture
- The ability to foster collaboration and contribute to a strong sense of community among staff.
- Excellent interpersonal skills, including in working with a diverse group of peers, community stakeholders and grantees with differing backgrounds and experiences.

- Skilled at thinking, working and confidently making sound decisions and recommendations independently while also engaging, respecting and remaining open to others' contributions.

If you don't meet all the criteria above but still feel your experience could be a good fit for the role, please apply. We recognize that candidates who don't check every box can still add value to our team.

Location: Remote or San Francisco Bay Area

Salary Range: The salary range for this position is \$100,000–\$120,000, commensurate with qualifications and experience. Tara Health offers a competitive benefits package, including employer-paid employee health, vision, and dental insurance; paid parental leave; 401(k) retirement plan and a 4% employer contribution after one year of employment; professional development funds; and unlimited paid time off.

Application: To apply, email a cover letter and resume to egeorge@tarahealthfoundation.org and ebelusa@tarahealthfoundation.org on or before 8:00 a.m. PT on Monday, June 14, 2021, noting the following additional instructions:

- Use the subject line: "Grants Manager Application"
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Questions? Contact Ellen George at egeorge@tarahealthfoundation.org.

Tara Health Foundation is an equal opportunity employer that strives to center racial and gender equity in its work internally and externally. We strongly encourage people of all traditionally marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, size, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category under local, state or federal laws.