Private Client

Director of Grants Management

Position Description & Candidate Profile
Director of Grants Management

Location
Flexible within the United States; eventual headquarters expected to be in San Francisco Bay Area, New York, or Washington D.C.

Reports to
Head of Operations; key stakeholder relationship with Vice President, Programs and Strategy

Our Client
This new foundation builds and supports solutions at the intersection of climate change and community priorities, focusing on efforts and initiatives that draw connections between urgent local and community-based issues—including housing, transportation, food security, and more—and the health of our planet. The foundation is especially eager to partner with communities that are already enduring severe impacts of climate change and that deserve a central place in solutions. The organization prioritizes representation, diversity, equity, and inclusion in all facets of its work.

Unlike most philanthropies, this foundation will spend down its assets—more than $3 billion—over the next 10-15 years, a decision that empowers it to support not only sensible and pragmatic solutions but also daring bets and breakthroughs that can alter the trajectory of the climate crisis and unlock a new and better future for humanity.

This foundation strives to do things differently, to be entrepreneurial and innovative, and to be inclusive to a wide range of potential grant partners. The foundation’s Strategy team is responsible for mobilizing the organization’s philanthropic funding to create the greatest impact at the intersection of climate and community. In its operating model, however, this is not a traditional grantmaking team. The foundation does its work in deep collaboration with field experts and advisors, as it is essential that the foundation’s strategy is developed not in conference rooms but out in the world, informed by the lived experiences and innovative ideas of the people most directly impacted by the problems the foundation seeks to address. Specifically, the foundation will convene experts from a variety of disciplines who are close to communities— their experiences, and their solutions.
Position Responsibilities

As a critical component to executing against its ambitious goals, the foundation seeks to bring on a Director of Grants Management. The grants management function has not yet been fully developed; the Director will play an integral role as the foundation scales up its grantmaking, potentially quadrupling its annual giving. As the most senior management position in the department, the Director will be responsible for all functional areas of grants management – focusing on timeliness, quality and legal compliance, and integrating this work with the programs. In addition, the Director will need to hire a grants management team to ensure the highest quality of grants processing, compliance with relevant governmental regulations and foundation policies. The Director will lead the evolution of strategic design, development and implementation of grants process initiatives, including the implementation of a grants management system and identifying and contracting with vendors and training staff.

Reporting to the Head of Operations, the Director will build strong working relationships across the program and finance areas and the organization as a whole. The Director will also work closely with grantees. In addition, the Director will oversee the development of board docket materials and grant approval processes, ensuring data integrity and workflow efficiency in adherence to policies and procedures related to the full spectrum of the grants lifecycle.

More specifically, the Director of Grants Management will:

- Direct the efficient flow of grants through their lifecycle, ensuring proposal and reporting compliance, adherence to grant agreements, and timely and accurate processing
- Lead the evaluation, design, and implementation of grants information systems including the grants database, library, issue research, and knowledge management
- In partnership with leadership, help to develop annual funding targets. Monitor allocations to ensure targets are on track
- Identify, develop, implement and communicate appropriate compliance policies and procedures in assessing potential risks
- Identify opportunities to streamline the grants process to minimize administrative load for grantee partners and foundation staff
- Oversee grants management staff to ensure effective coordination with program, finance, administrative staff and external stakeholders
- Promote collaborative tools to facilitate sharing of ideas and work among internal teams and external partners
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- Conduct regular analysis of the foundation's grantmaking for the President, Board of Trustees, and external audiences as appropriate
- Collaborate with senior management to make critical assessments and decisions, providing grants management expertise as needed
- Develop partnerships both internally and externally to build innovative, sustainable tools and services that benefit the foundation
- Stay abreast of new developments in grants management technologies and best practices
- Undertake special projects as directed

Profile of the Successful Candidate
The Director of Grants Management will need strong analytical and synthesis skills, combined with interpersonal skills that prioritize honest communication, integrity, the ability to thrive in a start-up environment, and the ability to translate complex issues into executable steps. An innovative, collaborative and facilitative approach to problem-solving will also be important.

Location is flexible within the United States. While a majority of the foundation’s team is based in the San Francisco Bay Area, the foundation is seeking the best candidates for its open roles no matter where in the United States they are based. That said, the foundation highly values in-person time for team building and collaboration. As such, team members not based in the area of the foundation’s eventual headquarters – most likely in the San Francisco Bay Area, New York City, or Washington, D.C. - will be expected to travel regularly (~25% of their working time) to the foundation’s headquarters. Team members will also be expected to travel for conferences, site visits, and so forth.

More specifically, the foundation seeks a professional who has:

- Significant and proven experience working within a grantmaking organization of substantial size, scope and volume of grants
- Entrepreneurial mindset, able to scale the function up from design to maturity in short order
- Knowledge of grants management systems and experience implementing those systems and translating them into highly functioning organizational processes
- Excellent written and verbal communications skills, including experience with and/or excitement about presenting data creatively and compellingly
- Strong customer service approach, interacting with a wide range of people, styles, and skills
- Utmost discretion with confidential and/or sensitive information
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- Ten or more years of grants and contracts-related work, with at least some tenure at very large foundations
- Good balance of creative and expansive thinking with decisiveness and execution
- Comfort in fast-moving, entrepreneurial, dynamic environments
- Ability to travel regularly

Start Timeframe
We seek to have someone in place by early Summer 2022.

Compensation
This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

To Apply
All applications are held in strict confidence. Please submit your credentials and a letter of interest (specifically addressing your thoughts about supporting organizations working at the intersection of climate solutions and community priorities) through our private applicant portal to The 360 Group at:

https://the360group.us/portal/

Applications should be directed to the attention of Vincent Robinson, Managing Partner or Maureen Capitolo, Principal. Applications will be reviewed on a rolling basis. 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.