Director of Grants Management and Scholarships

**Department:** Finance  
**Reports to:** Chief Financial Officer  
**Hours and Location:** 40 hours/week. Initially working remotely due to COVID-19, but when the office reopens, this position will be based in our Downtown Oakland office.  
**Starting Salary Range:** $110k-$120K  
**Ideal Start Date:** April/May 2021

**About East Bay Community Foundation**

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay, where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all. Today, EBCF manages over $800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit ebcf.org

**About the Position**

The Director of Grants Management and Scholarships should be an experienced philanthropic grants management leader with expertise in effective grants life-cycle administration and compliance for varying types of grants and grantees and scholarships. The Director will be responsible for the overall management of EBCF’s grants programs. The Director will manage a Grants and Scholarships Manager and three Grants Specialists and will report to the CFO. The ideal candidate will be passionate about systems improvement, customer service, reporting and analysis, process documentation, and working collaboratively across teams.

**Core Responsibilities**

**Team Management**
- Manage a team of three experienced team members across the Grants and Scholarships function  
- Lead the team to achieve ambitious results while supporting a high standard of excellence, service delivery and accountability  
- Build team culture and support team members’ learning and professional development

**Grants and Scholarships Management**
- Monitor and update the grantmaking diligence workflow processes, forms, templates, reports and data to assure full compliance with internal controls and legal requirements  
- Problem-solve complex grant scenarios; consult/liaise with finance and/or legal counsel  
- Work with Finance to generate reporting required for compliance and financial statement audits. Generate reports and data analysis for program and finance team or board  
- Oversee and seek to improve the process and workflow by which grants are made, from how grants are sourced, through the application process, to due diligence review, approval, grant agreement generation, payment, grant reporting, and grant closing
Continually stay abreast of new developments in grant management best practices and technologies and their applicability to the needs of the Foundation. Identify opportunities and develop partnerships both internally and externally to build innovative, sustainable tools, and services that benefit the Foundation.

Maintain working knowledge of the Foundation’s initiatives and priority funding areas and remain abreast of current research, activities, and trends in the philanthropic sector.

Set the strategy and direction for EBCF’s approach to managing the Scholarships program.

Compliance

- Ensure that all grants (discretionary or donor advised) issued by the Foundation have been fully vetted in accordance with the Foundation’s due diligence processes and in accordance with legal requirements.
- Ensure that policies and procedures are followed and all grants adhere to federal and state legal and tax requirements as well as organization-defined best practices for due diligence and grantee reporting.
- Lead the development and implementation, in coordination with key stakeholders, of any new and existing grant related policies that may be required to advance the Foundation’s mission.

Grant Reporting and Analysis

- Maintain robust data that provides timely and relevant data to stakeholders across the organization to promote learning, improve grant processing time, and systemize internal communications.
- In coordination with the Director of Grantmaking Systems, Evaluation and Learning, improve the way staff capture, access, and use grantmaking information to enhance programmatic and operational decision-making, produce accurate reports of grantmaking results, enhance grantee/grant seeker relationships, and enable learning; enhance supporting systems and tools.

System Administration

- Lead a systems assessment and help lead implementation of significant technical changes to current grants management system and other technology improvements.
- Manage the current and future grantmaking database system, including managing data quality, data retrieval, coding and reporting, particularly with respect to compliance, and monitoring, evaluation, and learning.
- Ensure all staff are aware and knowledgeable of grants management processes and technology to the degree their functions require. This includes designing dashboards and training staff of all departments formally and informally.

Required Skills and Competencies

Core Qualifications and Required Skills:

- Passion for the mission of EBCF to advance A Just East Bay and demonstrated commitment to racial, economic, and social justice and equity.
- 5+ years of experience in grantmaking due diligence.
- 5+ years demonstrated experience successfully supervising an effective, collaborative team.
- Experience working with Donor Advised Funds (DAFs) and other charitable giving vehicles.
- Experience working at a DAF provider (e.g. a community foundation or other philanthropic advising institution).
- Knowledge around scholarship compliance and administration (preferable at a community foundation).
Knowledge of community foundation or other philanthropic grantmaking institution accounting and grantmaking systems (e.g. FIMS).

**Strong project management:** A strong track record of creating work plans, setting goals, measurable targets, balancing multiple tasks and projects, and meeting deadlines.

**Excellent communication skills (written, visual, oral)** with individuals.

The Ideal Candidate will have:

- Experience in managing complex grantmaking systems and policies and in upgrading such systems to eliminate inefficiencies, create an easier user experience.
- Excitement for being part of a team that will implement cutting edge grantmaking processes and policies to advance EBCF’s social justice goals; belief in the importance of organizing donors to become powerful participants and allies in local social justice movements.
- Experience and ease in managing competing demands of compliance requirements, donor goals/requests, and staff goals/requests.
- Knowledge of and relationships in the East Bay, particularly around philanthropy and its social justice landscape.
- **Results-oriented:** Someone who gets it done, determined, creative, and solutions-oriented.
- **A highly-tuned detail orientation, strategic thinking, and a process and system mindset.** The Director will need to understand the intricacies of legal compliance matters for highly complex grants, while also being able to continuously plan and strategize around the long-term changes required for EBCF’s grants management.
- **Team-player:** Have a ‘low ego, high output’ mindset. Highly collaborative, flexible, and open to shifting priorities and timelines and an ability to identify new, creative solutions when challenges arise.
- **Creativity & willingness to learn:** Excitement for and experience developing and executing new business strategies, testing bold approaches towards philanthropy, donor experiences and learning, while appreciating, learning from, and building on EBCF’s rich history and tried and true models. Solicits and welcomes contributions from staff at all levels in the organization towards successfully building relationships with our donors.
- **A high degree of initiative, flexibility, and the ability to thrive in a fast-paced environment** in an organization undergoing substantial change at all levels.
- **Positive attitude, a growth mindset, and a sense of humor.**

**Compensation**

The starting salary range for this position is **$110,000 - $120,000**; compensation is commensurate with experience and background. EBCF offers an excellent benefits package.

**How to Apply**

To apply, please email a combined cover letter and resume (PDF or Microsoft Word) to jobs@eastbaycf.org by **5:00pm, PDT on Friday, March 19th.** Please use the subject line: **EBCF Director.**
The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.