



POSITION ANNOUNCEMENT:
GRANTS ASSOCIATE
Reports To: Knowledge & Grants Manager
Status: Full Time/Exempt
Location: San Francisco, CA
Closing Date: April 30, 2021

The Foundation

The Libra Foundation is a family foundation committed to the belief that all people have the right to live in a healthy environment and in peaceful, just, and equitable societies. Libra utilizes a human rights lens to focus its grantmaking on three program areas: gender justice, environmental and climate justice, and criminal justice. Libra's grantees fight against systemic inequalities, organize communities most impacted by injustice, and innovate new models of networks and organizations serving our common good.

Over the past 18 years, Libra has done significant grantmaking to progressive causes and movements. More recently, the Foundation has been building a new, dynamic team as it enters its next stage of evolution, which involves a focus on supporting advocacy and organizing and power building work that is led by and for communities of color and people that are most impacted by injustice.

Libra is a small team and has assets of ~\$500 million; it is part of a larger shift in philanthropy that aims to disrupt traditional power relationships in the nonprofit world, elevate the voices of grantees, and channel new resources to diverse grassroots groups. The Foundation is an intimate environment where shared values and collaborative spirit are very important.

The Opportunity

This newly-created position presents a unique opportunity for a leader with strong technical competency and shared values to work in an entrepreneurial environment where grants management is an important strategic lever in effectively and creatively achieving the Foundation's goals. The Grants Associate will be based at the Foundation's offices in The Presidio and will report to the Knowledge & Grants Manager on a team dedicated to providing grantee partners with stellar customer service and streamlining and simplifying grantee applications, reporting, and other practices.

Key Responsibilities

- Provide support related to Libra's grants management system (GivingData): prepare grantee portal for applications and reporting processes; invite grantees into the portal for grant cycles;

review grantee submissions and team workflow tasks for completeness; and create reports leveraging the data and functionality of the system

- Ensure high data quality in grants management system in terms of completeness, consistency and accuracy
- Invite prospective grantees to apply for funding, communicate all necessary information, and review application materials for completeness and adherence to Foundation guidelines
- Serve as the key grant process-related contact for Libra's existing grantees and function as a resource for grantees throughout the process
- Help prepare board docket PowerPoint presentations for Libra's grant cycles
- Work cross-functionally with the family office accounting team as well as the Amalgamated Foundation operations team to schedule, process, and track grant disbursements
- Conduct analyses of Libra's grantmaking data, as directed
- Work collaboratively as a thought partner to the Knowledge & Grants Manager and existing Grants Associate working through challenges that the team may face, asking questions, and offering potential solutions to enhance the team's productivity and impact
- Participate in, and sometimes lead, collective efforts to nurture the health and effectiveness of the Libra team

Core Qualifications and Competencies

- High proficiency in Microsoft Office and Google Suite applications and experience working with Customer Relationship Management (CRM) or grants management system databases—experience with GivingData a plus
- Minimum of two years' administrative or data-intensive work experience in a comparable role
- Experience in customer service-oriented roles with excellent communication skills across listening, interpersonal, writing, research, analytical, synthesizing, and presentations
- Adept at creating and enhancing processes and successfully managing projects and timelines within shifting priorities with attention to detail
- Bachelor's degree or experience in excess of the minimum requirement
- Proven commitment to social impact—lived and/or professional experience in one or more of Libra's three program priorities a plus
- Lived experience and comfort with working collaboratively with people from diverse backgrounds including Black, Brown, API, Indigenous, queer, gender nonconforming, trans individuals, and/or those impacted by the criminal justice system
- Proactive, self-motivated work style
- Experience with or knowledge of the nonprofit sector and philanthropic giving vehicles, as well as the various laws and regulations affecting them

Additional Attributes

Successful candidates must also exemplify the following:

- High EQ: Open-minded listener and thought partner with high emotional intelligence
- No ego: Humble, service-oriented leader who treats fellow team members and grantee partners with kindness and respect
- Flexibility and positivity: Comfortable wearing multiple hats, has demonstrated a work style that is adaptable with a positive attitude that contributes to a healthy, vibrant team dynamic
- Impeccable integrity and judgment: Models ethics and trustworthiness in all actions
- Courageous creativity: Highly analytical with a willingness to question and challenge assumptions and recommend innovative approaches or practices to solve problems
- Accountability practice: Practices and promotes accountability delivering on key tasks and holding the team responsible for their contributions with care
- Collaborative spirit: A team player excited to pitch in and contribute beyond their scope, when needed, alongside internal and external partners

Compensation and Benefits

The salary for this position is \$70,000-85,000. The Foundation offers a generous benefits package including medical, dental, and vision plans; paid time off and other paid leave policies; 401k matching; and a transit subsidy.

How To Apply

The Libra Foundation is partnering with [Walker and Associates Consulting](#) – a woman of color-owned and -led strategic management consulting and search firm – for recruitment. To apply, email a single PDF file containing a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to libra@walkeraac.com on or before 5:00 p.m. on April 30, 2021. Use the subject line: Grants Associate. Resume review begins immediately.

Questions or Nominations? Contact Jeannine N. Walker, President and CEO, at jwalker@walkeraac.com.

The Libra Foundation is an “at-will” and equal opportunity employer committed to human rights and supporting a peaceful, just and equitable society for all. Individuals of all races, religions, national origins, ethnicities, ages, mental or physical disabilities, sexual orientation, gender (including pregnancy and gender expression) identities, marital status, veteran status, medical conditions, formerly incarcerated people or any other classification protected by federal, state, or local law or ordinance, are welcome to apply.