



# HEADWATERS<sup>TM</sup>

FOUNDATION *for* JUSTICE

**Position Title:** Grants Associate  
**Reports To:** Director of Programs and Grantmaking  
**Open Until:** Until position is filled. Applications will be reviewed on an ongoing basis. Interested candidates are encouraged to apply as soon as possible.  
**Salary Range:** \$52,000-\$62,000

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that support organizations and groups on the front lines of social change. Each of our programs invites people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We fund a variety of groups, and we prioritize funding groups that are led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

## Position Overview

The Grants Associate (GA) will develop, implement, and evaluate grant processes to meet and support the needs of the Foundation and its grantees. The GA works with current and prospective grantees from the beginning to the end of the application or grant cycle. They

are the leader of our Blackbaud Grantmaking (BBGM) database and the initial point of contact for any new or interested applicants. The GA embodies HFJ's commitment of customer service through radical hospitality and takes action to ensure our internal grantmaking systems are inclusive, accessible, and equitable.

## **Responsibilities**

### Grantmaking - 70% of time

- Create and coordinate yearly grantmaking schedule to meet program goals.
- Manage grantmaking administration from application through grant disbursement for all community-led funds, rapid response, and donor advised funds.
- Collaborate with Program staff to build grant applications, forms, and reports for each fund.
- Manage due diligence and other fiduciary and legal aspects of the grantmaking process.
- Address unique situations in the grantmaking process with a values-centered approach.
- Engage in continuous evaluation and improvement of the grantmaking process, utilizing grantee feedback and communities of practice.
- Maintain a working knowledge of the local philanthropic and nonprofit fields, including best practices in grants administration and federal compliance.

### Data Management - 20% of time

- Maintain the overall integrity of BBGM database through accurate and up-to-date data entry, reporting, and ongoing system improvements.
- Facilitate information sharing between Raiser's Edge, Financial Edge, and BBGM databases.
- Assist with documentation for annual audit and other compliance.
- Share and process data to support program team and cross-departmental needs.

### Customer Service - 10% of time

- Provide culturally competent and high-quality customer service to applicants and grantees for inquiries related to grant eligibility, applications, reporting, policies, and technical assistance.
- Support community-led grantmaking committees through materials preparation, technical assistance, data management, and communications.
- Support site visit coordination and communications.

## **Ideal Candidate Qualifications**

- Comfortable working in a fast-paced and high-volume environment with a keen attention to detail, accuracy, and deadlines.
- Comfortable providing clear and patient customer service and technical assistance.
- Comfortable working with multiple Program Officers on multiple funds with distinct timelines and processes.

- Ability to collaborate within and across teams, proactively bringing work forward for updates and input.
- Can see the big picture and overall vision of a project while maintaining focus on details and execution.

### **Skills and Experience Desired**

- Experience with community-led grantmaking.
- Excellent project management, customer service, and cultural competency skills.
- High proficiency in Microsoft Office Suite and databases.
- Experience with Blackbaud Grantmaking or Financial Edge is a plus.
- Experience using formulas in Excel to make sense of raw data.
- Excellent written and verbal communication skills required (in person, via e-mail, and on telephone), and ability to compose accessible and thoughtful correspondence.
- Ability to simultaneously manage multiple projects while maintaining a firm grasp on individual project details.
- Ability to handle confidential information with complete discretion.
- Attention to detail, and ability to execute all responsibilities with care and accuracy.
- Brings a values-driven approach to new work or challenges.
- Demonstrated commitment to personal integrity, striving for excellence, and collaborating with others to accomplish collective goals.
- Proactive work style, self-motivated.

### **Shared Expectations**

- A commitment to the Headwaters mission and values, and guiding principles.
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals.
- Comfort with periods of change, and desire to participate constructively in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.

### **Current COVID-19 Circumstances**

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:

- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.
- Employees who have known exposure to COVID-19 are asked to work remotely for 10 days (the 1<sup>st</sup> day starting after the day of exposure).

- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

### **Salary and Benefits**

Salary range \$52,000-\$62,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

### **Environment**

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends are required.

### **To Apply**

Attach your cover letter and resume as PDFs in an email with Grants Associate as the subject line to Human Resources at [hr@headwatersfoundation.org](mailto:hr@headwatersfoundation.org).