



HEADWATERSTM

FOUNDATION *for* JUSTICE

Position Title: Grants Manager
Reports To*: Interim Executive Director
Open Through: August 10, 2023
Salary Range: \$70,000-\$79,000

About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite 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 prioritize work that is 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 Summary:

Headwaters is seeking a motivated and experienced Grants Manager to join Headwaters' program team. The Grants Manager plays a crucial role in managing grantmaking processes, ensuring effective and efficient grant administration, and supporting HFJ's mission of advancing social, racial, and economic justice. The Grants Manager will work closely with program staff, grantees, and other stakeholders to facilitate impactful grantmaking strategies and ensure compliance with organizational policies and guidelines.

Responsibilities:

Grant Administration – 60%

- Oversee the entire grant lifecycle, including proposal review, due diligence, grant award and denial, monitoring, and grantee reporting.
- Collaborate with program staff to develop grant guidelines, criteria, and evaluation processes to align with the foundation's strategic priorities.
- Conduct preliminary assessments of grant proposals, ensuring alignment with the foundation's mission and program eligibility.
- Prepare materials to support community grantmakers in their collective decision-making process
- Support Program Officers in their facilitation of information sessions, site visits, and community decision making processes.
- Support and train community grantmakers in utilizing our Reviewer Portal
- Prepare grant agreements, award letters, and other necessary documentation for approved grants.
- Coordinate the disbursement of grant funds, including processing payments
- Serve as a point of contact for grant portal inquiries and providing applicant support.
- Participate in professional networks, conferences, and events to stay informed about emerging trends and best practices in the field of philanthropy.

Grant Monitoring and Reporting (15%)

- Implement effective grant monitoring systems to ensure compliance with grant requirements and track progress toward desired outcomes.
- Collect, review, and analyze grantee reports.
- Prepare periodic reports for internal and external stakeholders, highlighting grantmaking metrics for our annual report, funder reports, and presentations.
- Ensure excellent data keeping throughout grant lifecycle, including documenting grant term extensions.

Grants Management Systems and Processes (15%)

- Design and implement infrastructure within Blackbaud Grantmaking to align with program goals and organizational values and maintain compliance with IRS requirements.
- Regularly communicate with grantees, providing guidance and technical assistance throughout the grant application period.
- Track opportunities and bring forward recommendations to improve our grantmaking infrastructure and processes
- Collaboratively design grantmaking processes with Program Officers to ensure our technical capabilities align with program goals
- Process Donor Advised Grants in collaboration with Development and Operations Team

HFJ Team Member (10%)

- Participate in HFJ Organizational Development work
- Engage internal committee work, as needed
- Support cross-departmental public facing HFJ events, as needed

Skills and Experience Required:

- Minimum of 5 years of experience in grants management, philanthropy, or related fields.
- Demonstrated knowledge of grants administration, including grant application platform building and navigation.
- Familiarity with grants management software and databases; experience with Blackbaud products, especially Grantmaking, Raiser's Edge and Financial Edge or similar platforms is a plus.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Proven ability to build relationships and work collaboratively with diverse stakeholders.
- Ability to work independently, take initiative, and exercise sound judgment.
- Proficiency with project management and office applications (Asana, Zoom, Microsoft Office Suite, etc.).

Ideal Candidate Qualifications

- A commitment to Headwaters' mission, values, and guiding principles.
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Interest in compliance and operating policies and procedures.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, age, 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 1st 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 \$70,000-79,000. 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 required.

To Apply

Attach one cover letter and resume as a single PDF in an email with *Grants Manager* as the subject line to Human Resources at hiring@headwatersfoundation.org.