

AAPI Civic Engagement Fund

Grants and Operations Manager

Location: Remote / Los Angeles (preferred)

Job Type: Full Time/Salaried/Exempt

Salary Range: \$65,000 - \$80,000 per year

Organizational Description:

The AAPI Civic Engagement Fund was founded in 2013 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders who achieve specific policy, systems, and transformational change. The Fund is fiscally sponsored by New Venture Fund.

Position Description:

The Grants and Operations Manager ensures that the AAPI Civic Engagement Fund's core grantmaking and operations systems run smoothly and effectively. A full-time, exempt position, reporting to the Grants and Operations Director, the Manager manages systems for grants and operations in accordance with organizational strategy, culture, and vision.

This position will manage grants and contracts, while ensuring timeliness, quality, and compliance. They will facilitate the design, development, and implementation of effective and streamlined grant-tracking technologies and vendor management systems, while supporting the capacity development needs of our grantee cohort. The ideal candidate for this position is organized, proactive, deadline-oriented, and a systems thinker. They are experienced in creating organizational systems and processes and driven to support and strengthen AAPI communities.

Summary of Responsibilities

Grants Management

- Support grants oversight and tracking. Ensure all grant and report requirements and deadlines are satisfied.
- Develop and distribute RFPs and report forms, in coordination with capacity building team. Prepare and compile dockets and reports, including reviewing, summarizing, and documenting grantee reports.
- Ensure accurate and timely disbursement of grant agreements and payments, and support processing in compliance with grant-making policies and procedures.
- Maintain relationships with grantees and ensure regular and timely communication and grants-related correspondence.
- Assist in grantee convenings and relevant meetings as needed.
- Ensure proper documentation and accurate accounting for grant payments, including tracking grants payable.
- Support grantmaking portfolio development in coordination with the capacity-building program, including conducting research and contributing to an organizational analysis of

the AAPI civic engagement sector.

Contracts Management

- Manage processing of contracts with consultants and vendors in compliance with policies and procedures.
- Process and track contract as well as non-contract payments, including invoices, reimbursements, honoraria, and ad hoc payments. Ensure proper documentation and accurate accounting for relevant expenses, including tracking accounts payable.
- Support compliance practices consistent with relevant policies, including restrictions on lobbying and electoral campaigning activities.
- Assist with identifying and reaching out to potential vendors.
- Support development of annual budget.

Organizational

- Coordinate, collaborate and participate with various teams to meet overall organizational goals.
- Other duties as assigned.

Qualifications

- Commitment to the AAPI Fund's mission, vision, and values. Experience in social justice, AAPI civic engagement, and/or movement building preferred.
- At least 3-5 years of full-time equivalent experience in grants and contracts management in a foundation and/or nonprofit required.
- Demonstrated success managing tracking systems, contact relationship management (CRM) systems, and detailed task management systems required.
- Proficiency in Microsoft Office/Sharepoint/Teams, Zoom, Google Suite, and CRM systems required. Experience with EveryAction (CRM) preferred.
- Reliable and well-organized, including the ability to prioritize effectively and meet deadlines.
- Excellent verbal and written communication skills required.
- Ability to handle sensitive information with confidentiality, discretion, and respect.
- Excellent interpersonal and relationship-building skills. Ability to work effectively across multiple roles with diverse groups of people, including experience working with and being accountable to low-wealth people, communities of color, immigrants, and refugees.
- Ability to work independently and proactively, take direction, anticipate needs, and suggest solutions.
- Ability and desire to grow and pivot with changing needs within the organization and the field.
- Willingness and ability to travel on occasion.
- Effective remote work, including using a computer for extended periods of time.

Valued and Non-Essential Experience, Knowledge, Skills and Ability

- Understanding of community organizing, grassroots mobilization, community-centered power building, electoral campaigns, popular education, and building local and national coalitions strongly valued.
- Direct experience working with immigrant and refugee communities, communities experiencing language barriers or that are predominantly Limited English Proficient, or

culturally isolated an asset.

- Knowledge of Asian American and Pacific Islander populations strongly valued.
- Fluency in an Asian or Pacific Islander language an asset.

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

HOW TO APPLY:

- 1) Please submit the following documents to: opportunities@aapifund.org
 - a) Cover letter explaining your interest in this position.
 - b) Resume
- 2) Include “Grants and Operations Manager” in the subject line of your email
- 3) Attach files in a PDF or Word format, LastName_FirstName_CL and LastName_FirstName_Resume.
- 4) Applications will be accepted on a rolling basis until filled.

Hiring Statement: The AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy: To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodation may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.