



Grants Manager Job Announcement

Posting Date: March 19, 2024

Location: Hybrid in Los Angeles, CA preferred

Hours per week (average): 40 hours/week

Salary Range: \$76,000 - \$84,000

Status: Exempt

Position Summary

The AAPI Civic Engagement Fund (AAPI 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 AAPI Fund is fiscally sponsored by New Venture Fund.

The Grants Manager is a full-time exempt position whose main responsibility is to support the grants management and grantee capacity-building needs of the AAPI Civic Engagement Fund as we continue a trajectory of growth. AAPI Fund currently has three core grantmaking programs and several special project grant programs with 50 grantees in 21 states. This is an exciting opportunity for someone who wants to build their grantmaking expertise, is skilled at administrative tasks and data management, and wants to be part of a nimble team that is passionate about our mission. The position will work closely with and report to the Senior Grants & Operations Director.

Responsibilities

- Support grants oversight and tracking for all grant programs. Ensure all grant and report requirements and deadlines are satisfied.
- Develop and distribute requests for proposals (RFPs) and report forms.
- Conduct due diligence, ensuring compliance with legal and regulatory requirements as well as alignment with organizational mission, values, and vision.
- 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.

- Prepare and compile dockets and annual reports in coordination with the capacity-building team, including reviewing, summarizing, and documenting grantee reports.
- Support the accurate and timely disbursement of grant agreements and payments, and support processing in compliance with grantmaking policies and procedures.
- Coordinate capacity-building and technical assistance offerings to grantees. Track, analyze, and evaluate technical assistance needs and usage towards on-going improvements.
- Maintain relationships with grantees, serve as a thought partner when needed, and ensure regular and timely communication and grants-related correspondence.
- Coordinate grantee participation in program events and track for reporting and evaluation purposes.
- Coordinate grantee convenings and relevant meetings in partnership with a team, including communication, registration, travel, meals, materials, and other logistics.
- Participate in the spin team, assisting with building infrastructure, and identifying appropriate grants management systems for the independent 501(c)3.
- Participate in organization-wide strategy and planning sessions and participate on various teams to meet overall organizational goals.
- Respond to general grant inquiries. Provide other grants and grantee support as needed.

Qualifications

The candidate must be someone who can exercise discretion and independent judgment. The candidate should be experienced in supporting a small team and taking initiative on getting things done in an organized, timely, and reliable manner. An interest in grants administration is strongly desirable and there will be opportunities for learning, support, and training.

Core Education, Experience, Knowledge, Skills and Ability

- Commitment to the AAPI Fund's mission and values, including centering racial justice and equity.
- Knowledge of philanthropic or nonprofit management and operations, including legal and financial compliance.
- Familiar with nonprofit capacity-building, technical assistance, or other intermediary support services.
- Demonstrated ability to work independently, but also in team settings with excellent interpersonal skills.
- Reliable, pays close attention to detail, accurate in data entry, and well organized.
- Excellent written, oral, and verbal communications skills with special attention given to the audiences addressed.

- Experienced in a variety of word processing and spreadsheet creation, including tracking sheets, emails, letters, memos, and reports.
- Proficiency in Microsoft Office/Teams, Google Suite, Zoom, WordPress, and social media.
- Able to navigate CRM software and database systems (we use EveryAction).
- Able to prioritize a large and varied workload, managing multiple tasks and details simultaneously.
- Able to exercise independent judgment and problem-solving skills. Able to show initiative - a willingness to learn and take on responsibilities as a contributing team member, proactively identifying or initiating ways to enhance a process, procedure or outcome that benefits the organization.
- A minimum of 1-3 years of full-time equivalent experience in a similar position.

Additional Education, Experience, Knowledge, Skills and Ability

- Direct experience with immigrant and refugee communities, and/or with Asian American and Pacific Islander populations is preferred and strongly valued.
- Fluency in an Asian or Pacific Islander language is an asset.
- Capable of working in a dynamic hybrid work environment.
- Able to communicate via phone and videoconferencing, and to work at a computer for extended periods of time.
- Light lifting of materials and equipment in the typical work environment.

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 Manager” in the subject line of your email
3. Attach files in a PDF or Word format, LastName_FirstName_CL/Resume.
4. Applications will be accepted on a rolling basis until filled. Preference for applications received by April 19, 2024.

Hiring Statement

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.

E-Verify

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.