

GROUP HEALTH FOUNDATION

Grants and Data Administrator Washington State position description

ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Grants and Data Administrator** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Grants and Data Administrator assists with the quality, timeliness, and consistency of all aspects of grant and data management. The Grants and Data Administrator provides administrative support for grant processing, including tracking grants made by the foundation and obtaining and maintaining reports required from grantees. The Grants and Data Administrator also ensures that all grant-related business processes reflect the needs of grantees and the values of the Foundation. The Grants and Data Administrator reports to the Grants Manager and works closely with the programs and finance teams.

This is a full-time, non-exempt position that can be located remotely (within Washington State) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2021. Given that a majority of our current team members are located in King County, priority will be given to candidates who both live in and have a deep connection to communities in other areas of the State.

Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Support all components of grants processing from proposal submission to grant award disbursement
- Develop strong proficiency with the CRM/grants management database and provide ongoing support to staff
- Assist in troubleshooting common grants management system issues for applicants, grantees, and staff
- Prioritize accessibility needs of grant applicants
- Help update grantmaking forms, including correspondence, applications, and reporting
- Assist with the development and implementation of quality control procedures to safeguard grant data
- Ensure due diligence processes and documentation following IRS regulations and Foundation-specific policies and practices
- Communicate with grant applicants on routine inquiries related to the application process and material submissions (with particular attention paid to organizations that have less experience navigating grantmaking processes)
- Track and monitor grants, help ensure all pre- and post-grant requirements are met, and create and monitor payment and reporting schedules
- Provide routine system-generated reports as requested by staff
- Maintain record of troubleshooting issues experienced internally and externally, and develop themes over time
- Assist with scheduling internal and external meetings related to grants management
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of two years of experience in grants administration or three years of experience in data administration in the nonprofit, public, or education sectors
- Proficiency in grants management or data management systems
- Excitement about data management and a strong customer service orientation
- Experience following grantmaking workflows, policies, and procedures
- Ability to implement alternative grantmaking processes to meet accessibility needs of applicants
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- A strong desire to learn about the needs of communities across the state who are most impacted by structural inequities
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity

- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Good verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- High level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$68,500 to \$82,500. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **Tuesday, June 1**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation