

Position: Grant Manager

Location: On-site in Irving, TX

Mission

The Jensen Project's mission is to fuel strategic partnerships in the fight against sexual violence.

Position Summary

The Grant Manager is the first point of contact for nonprofit partners receiving funding and support from The Jensen Project. This person will be responsible for a portfolio of agreements and work in close collaboration with leadership staff to execute the full agreement lifecycle. The ideal candidate will have strong attention to detail, strong organizational and problem-solving skills, be customer-service oriented, and enjoy supporting the overall Foundation's Mission and Vision. The Grants Administrator will know when to act independently and when to ask clarifying questions to coordinate programmatic efforts.

The Foundation structures our work through a portfolio of interconnected initiatives. All staff play a role in connecting and synthesizing knowledge across teams to further the Foundations' Mission and Vision. Therefore, this person may be assigned to any of the Foundation's initiatives based on initiative cycles and evolving organizational needs.

Core Responsibilities

- Grants Administration
 - Coordinates with the Executive Director and programmatic staff to provide full lifecycle grants and contract management, ensuring compliance with project specific requirements and Foundation-wide policies and procedures.
 - Serves as a key point of contact for new and existing partner inquiries to coordinate all partner communication regarding agreements, technical assistance, and/or content feedback and support. This includes regularly participating in program team meetings, to stay abreast of the implementation plans and other relevant context necessary to support the development and management of related contracts.
 - Takes a leadership role in maintaining team accountability and responsibility to goals and initiatives as it relates to partner contracts and agreements.
 - Supports the evaluation, documentation, adoption and consistent execution of Grants Management policies and procedures, including content, timeliness and compliance.
 - Participates in weekly Grants Management meetings.
 - Participates in grants management trainings as appropriate.
 - Conducts research as needed.
 - In collaboration with Finance team, leverages organizational tools and processes to track financial disbursements, monitors monthly budget actuals vs. forecast, and ensures compliance with internal Finance procedures.
 - Ensures timely payments to partners

- Maintains key related documentation in the appropriate files and systems for grants/contracts, MOUs and other relevant documents.
- Supports in audit preparation as needed.
- Partnership Development, Onboarding and Vetting
 - Works with other program staff to develop contract timelines for the fiscal year (for cohorts and ad hoc projects) in alignment with budgets.
 - Facilitates potential partner onboarding.
 - Supports the partnership diligence and online application process.
- Knowledge Management
 - Assists in making the right information available to the right people at the right time, to ensure that the foundation team understands and can learn from current and past initiatives and strategies.
 - Partners with initiative team members to support the development of written and other necessary materials for internal and external stakeholders.
 - Attends conferences and training events to maintain currency on topics related to position.

Core Knowledge & Skills

- Excellent organization skills and attention to detail, timelines and policy compliance.
- Excellent oral and written communication skills. Ability to efficiently connect with external partners.
- Experienced knowledge of, and ability to work across, multiple investment-making systems based in Blackbaud Grantmaking, Excel, and other web-based software applications.
- Proficiency with Apple products and Microsoft Office Suite software.
- Knowledge of budgeting, financial analysis and synthesis. Ability to analyze data across multiple tools and databases.
- Well-developed project management skills. Ability to handle multiple and contending demands and establish priorities.
- Able to work with flexibility, efficiency, and tact in a fast-paced, exciting environment. Open to rapid change and able to learn new things quickly. Able to proactively reflect on what is needed next, even without expertise in programmatic content.
- Ability to work independently and as part of an integrated team and be comfortable in varied settings, adjusting to different individual work and learning styles.
- Proactive mentality towards problem solving individually and on behalf of team.

Education & Experience

- Bachelor's degree or comparable work experience
- 1-2 years of experience as a Grants Administrator or related role.

- 1+ years of experience working with high-risk populations
- Project management, portfolio management, program management, financial management, financial reporting, non-profit or related industry, and/or business experience preferred.
- Superior verbal and written communication skills
- Strategic thinker with a keen eye for program excellence
- Strong leadership and management skills
- Ability to manage multiple projects at one time with strong follow-through
- As part of our standard hiring process for new employees, employment with The Jensen Project will be contingent upon successful completion of a background check.

Diversity, Equity and Inclusion:

The Jensen Project recognizes the communities and people we serve are disproportionately impacted by racism and other social injustices. We are committed to creating an environment that is equitable, transparent, and inclusive. We value self-reflection, growth and collaboration from staff, survivors we serve and partner organizations. We value deep listening, understanding and active participation to keep the conversation going and to dismantle barriers to social and racial justice.