

# Grantmaking & Database Coordinator Job Description



*Social Justice Fund Northwest is a member-funded foundation that supports the creation of a just society through fundraising, grantmaking, and member involvement. The foundation provides essential resources to organizations in Idaho, Montana, Oregon, Washington, and Wyoming to strengthen grassroots efforts in the broad-based movement for progressive, systemic social change.*

**Employment Type:** Full-Time Staff, Exempt

**Compensation:** \$72,000-\$77,000 DOE, plus full benefits including: health insurance, monthly wellness stipend, long term disability & life insurance, vacation, personal days, sick leave, and a retirement plan after one year of employment.

**Location:** Hybrid/Currently fully remote, with a strong preference for candidates based in Idaho, Montana, or Wyoming

**Reports to:** Grantmaking & Impact, Senior Manager

**Application:** Please send a resume and cover letter via email to [hr@socialjusticefund.org](mailto:hr@socialjusticefund.org) with "Grantmaking & Database Coordinator Application" as the subject line.

**Application Deadline:** October 6th, position open until filled

**Start Date:** January 6, 2025

## Position Summary

Social Justice Fund is seeking a detail-oriented Grantmaking & Database Coordinator to help support Social Justice Fund's grantmaking and donor-organizing efforts. This position is an integral part of supporting our grantees and developing sound grantmaking processes consistent with SJF's values. We need an energetic, process-driven person with a strong database management background and who harbors a passion for social justice, to support this amazing work.

This position works closely with the Grantmaking & Impact Senior Manager and is part of a collaborative team based in Seattle and Portland. We are looking for an individual who relishes the technical aspects of database management, process development and execution, grantee stewardship and communication, data integrity, and reporting. This position offers an incredible opportunity for a development professional to work with an organization firmly rooted in social justice values.

This role serves as one of the primary points of communication for grantees, by phone as well as email, when they need help using our online application portal. The scope of work in this position includes managing our grants databases, maintaining and building relationships with grantees across regions, and improving accessibility and effectiveness of our grants processes.

Social Justice Fund's grants program consists of member-led, democratic decision-making processes, including Giving Projects – a participatory, community-based approach to fundraising and grantmaking. Please read about our unique Giving Project model here:

<https://socialjusticefund.org/giving-projects/>

### **Qualifications and Qualities**

This position is a unique blend of grants administration, grantee support, and systems management.

#### **Required:**

- 2+ years of administrative experience in a nonprofit setting
- Computer and tech skills, specifically database management (Bloomerang and/or Foundant a plus)
  - Proficiency with Microsoft Office, Google Suite, and the ability to troubleshoot
- High level of detail orientation and organization
- Interest in the systematization of processes
- Demonstrated analysis of anti-Black racism and other forms of systemic oppression
- Ability to build and maintain accountable relationships with grantees
- Critical thinking and ability to adapt to new situations
- Self-motivated, innovative, and effective problem-solver
- Ability to work evenings and weekends, and travel throughout our 5-state region
- Excellent phone and written communication skills
- Ability to work with a team on a variety of tasks

#### **Desired:**

- Experience with grants administration
- Experience and familiarity with [SJF grantees](#)
- Experience with collective decision-making processes
- Excellent facilitation skills, including working with people from diverse backgrounds
- Expertise in any of the required qualifications, with the ability to train others in those areas
- Experience with and understanding of organizing and the political landscape in our 5-state region (**Idaho, Montana, Oregon, Washington, and Wyoming**)
- Event coordination and event planning skills
- Experience conducting outreach to a diverse audience

### **Duties & Responsibilities**

- **Grantmaking Database Management (50%)**
  - Support grantees, members, and staff in navigating grant portal
  - Upload documents, applications, and make changes to grant forms
  - Updated grantee profiles, email lists, address and login information
  - Organize grantee information
  - Manage the grantmaking email inbox
  - Track grant reports and send reminders for future disbursements
  - Run reports for grantee updates, acknowledgments and outreach
  - Work closely with all other staff to collect and maintain up-to-date information about grantee organizations
  
- **Grantee Stewardship & Support (25%)**
  - Support grantees with accessing and navigating the grants portal/database
  - Track and respond to messages in the grants email inbox
  - Maintain and build relationships with grantees
  - Send reminders for grant applications & deadlines
  - Provide ongoing support to grantees including accessing the grants database, completing reports, grant eligibility, etc.
  
- **Grantmaking Management, Disbursements & Support (15%)**
  - Act as a primary admin for Foundant and other grantmaking databases
  - Support the recruitment of grantmakers from our 5-state region
  - Support grantmaking events, orientations, information sessions, decision-making meetings, trainings, etc.
  - Participate in prescreening grantee applications
  
- **Collective Organizational Work (approximately 10%)**
  - Participate in meetings, retreats, and collective work on organizational structure. This can include: participating in hiring committees, on-boarding staff, supporting external events and communications, reviewing sponsorship requests, and participating in race-based caucusing.
  - Other tasks as identified in collaboration with the Grantmaking & Impact Senior Manager

## **TO APPLY**

Please email your cover letter and resume to [hr@socialjusticefund.org](mailto:hr@socialjusticefund.org) by **October 6, 2024** with the subject line, "Grants & Database Coordinator application." In your cover letter, be sure to explain why you would like to work at Social Justice Fund and what qualifies you for this particular position. Please keep your cover letter and resume to 1 page each, and send them as separate attachments in your email or in one pdf document.

Proposed hiring timeline (subject to change):

- October 6: Deadline for applications
- October 7-31:
  - Hiring committee reviews all applications submitted by the deadline (late submissions will not be reviewed)
  - Select candidates are contacted for phone screens and/or first round interviews
  - Hiring committee conducts phone screens and first round interviews
  - Candidates not chosen to move forward are notified
  - *Note: The hiring committee will do light work for this hiring process the week of October 21 due to our major event on October 26*
- November 4-7:
  - Hiring committee determines top 2 candidates for the position
  - Reference checks are conducted for top 2 candidates
- November 13: Final decision is made on first-choice candidate
- November 15: Offer is made to the top candidate
- January 6, 2025: Desired start date for the position

*Social Justice Fund is an Equal Opportunity Employer. Black Indigenous People of Color, LGBTQ people, and women are strongly encouraged to apply. We actively recruit, and support the retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.*