

Position: Director of Grantmaking

Reports to: CEO

Status: Full-Time (40 hrs./wk.)

Location: Bainbridge Island, WA/hybrid

Salary: \$110,000-130,000

Starting Date: Open



About Sound Philanthropy

Sound Philanthropy is a philanthropic advisory group dedicated to helping clients grow as thoughtful, intentional funders, bringing positive change to the world. Our vision is to uplift humanity through compassionate giving. We make this happen by developing unique pathways for our clients, and curating experiences of personal satisfaction, joy, and connection.

Collectively bringing more than 50 years of philanthropy and nonprofit experience to our client relationships, we work with foundations, individual philanthropists, couples, and multi-generational families, helping them to develop and operationalize giving plans, to grow through customized learning experiences, and to discover and cultivate meaningful partnerships with nonprofits, community leaders, other philanthropists, and professional advisors.

Job Overview

Sound Philanthropy is seeking a full-time Director of Grantmaking to join our growing team. The Director of Grantmaking is primarily responsible for overseeing the grantmaking programs of Sound Philanthropy clients, including sourcing, diligence, relationship-building with grantee partners, operations, management of staff and subject matter experts, budgets, and reporting.

This position ensures that internal processes and operations supporting grantmaking are seamless, efficient, and compliant, and that Sound Philanthropy services regarding grantmaking support are scalable and marketable. This position also takes the lead in informing clients about progress toward their grantmaking goals, grantee updates, and recommendations, as well as external networks, building relationships with community leaders and other funders.

The most successful candidate will have strong verbal and written communication skills and possess the ability to complete complex tasks and projects with accuracy and composure. They are comfortable in a fast-paced, start-up environment and demonstrate this comfort by taking the initiative, working autonomously, and showing up with ideas and solutions to better serve our clients. They appreciate our firm's high-touch service culture, continuous learning, joy, positivity, and open-mindedness. This position is well-suited for a dynamic self-starter who possesses a desire to learn and contribute to the field of philanthropy and social change.

This role is based in Bainbridge Island, WA, and requires 2-3 days per week in-office at our Bainbridge headquarters. Additional in-person requirements include client meetings, primarily in the greater Seattle area.

Duties and Responsibilities

Under the supervision of the CEO, this position includes the following responsibilities:

Leadership/Management

- Serves as the liaison between Sound Philanthropy clients/community and thought leaders, charitable organizations (*including current and prospective grantees*), and local and national private and family foundation staff to represent client priorities and needs.
- Manages subject matter experts in the development and finalization of strategy, implementation planning, content and curriculum development, and deliverables on behalf of clients.
- Supervises a Client Associate and others, as needed.

Community Engagement

- Builds and sustains relationships with grantee partners of Sound Philanthropy clients.
- Communicates regularly and effectively with grantee partners to provide/request updates, and to creatively identify new ways for clients to support their work.
- Represents Sound Philanthropy and clients in community conversations, forums, and funder groups.

Client Relations

- Builds and sustains productive, trusting client relations, including email and telephone communication, and in-person meetings.
- Designs and develops grantmaking programs for clients based on their interests and priorities.
- Prepares written materials and presentations for clients.
- Collaborates with subject matter experts on landscape analysis in funded areas or areas of future interest, to identify strategic opportunities, challenges, and prospects for co-funding partnerships.
- Plans and presents at meetings and retreats with clients, community partners, and other key stakeholders.
- Fosters learning, shared consensus, and collective decision-making on strategic and grantmaking issues in support of clients.

Operations

- Manages/oversees all grantmaking operations, including calendar and cadence, regular due diligence, and ensures that budgets and specific projects related to client grantmaking are on track.
- Manages/oversees Salesforce data to ensure information related to client grantmaking, grantees, and other nonprofits/community organizations is up-to-date, clear, accurate, and accessible.
- Communicates timely, accurate updates/reports/information related to grantees to clients and/or leadership team.

- Generates and executes ideas/plans for impact strategy and assessment for client grantmaking.
- Other duties as assigned.

Business Development & Thought Leadership

- Provides thought leadership, individually and in partnership with the leadership team, for the development of social media posts, blogs and web content, e-letters, and other written materials for Sound Philanthropy to be recognized as philanthropic experts.
- Identifies prospective clients and networks with funders in various sector settings.
- Drafts proposals, including proposed budgets and work plans, for prospective clients.

Qualifications

- Bachelor's degree required from an accredited college or university plus eight (8) years of experience in the nonprofit and/or philanthropic sector
- Experience working with Ultra High Net Worth (UHNW) individuals and families
- Experience working in diverse communities and across social, racial, economic, and cultural differences
- Supervisory or management experience
- Experience in a consulting or advising role (preferred)

Skills and Experience

- Strong communication skills with the ability to convey ideas in a clear, compelling, and concise manner, verbally, and most importantly, in writing
- Demonstrated project management, capable of leading multiple work streams toward deadlines and juggling changing priorities
- Highly proficient in using Microsoft Office (especially Excel and PowerPoint)
- Possesses analytical skills to develop accurate assessments of quantitative and qualitative data
- Experience with Salesforce and Asana preferred
- Demonstrated ability to build strong relationships that elicit trust
- Demonstrated ability to train others effectively
- Knowledge of federal, state, and local laws and regulations related to nonprofits and foundations

Attributes

Sound Philanthropy is a small, intimate environment in the start-up phase. Shared values are very important to the culture and success of our team. The following personal attributes are crucial to being successful at our firm:

- Believes in a client-centric approach, seeking to understand each client's values, objectives, and expectations
- Is an empathetic communicator, able to align their style to the sensibilities and language of the target audience

- Commits to accuracy and a keen eye for details
- Is a natural self-starter with the ability to work autonomously and with teams in person and virtual settings
- Is generally positive, optimistic and can adapt to an ever-changing environment
- Values learning and has a strong sense of curiosity about people and the world
- Has a high degree of integrity: it is crucially important that team members build and maintain trust—internally with colleagues and externally with partners and clients
- Is collaborative yet independent: someone who is collaborative and has experience flexibly supporting and leading teams, while also being able to work independently and be resourceful and accountable

Compensation and Benefits

This is a full-time, 40 hours per week, position with a base salary of \$110,000-\$130,000 per year.

Sound Philanthropy provides employees with four weeks (20 days) of paid time off (PTO) to use for vacation, illness or injury, and personal business, combining traditional vacation and sick leave plans into one flexible, paid-time-off policy. In addition, Sound Philanthropy offers 10 paid days off for Company Holidays: an employee's choice floating holiday/birthday, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day (July 4), Labor Day, Thanksgiving Day, and Christmas Day.

We also offer an employee healthcare and dental plan covering 100% of employee premiums and an employer-match contribution to a 401k retirement plan. Other benefits include employer-paid professional development opportunities and a monthly transportation stipend.

Application Instructions

To apply, please submit a resume and a one-page cover letter to info@soundphilanthropy.com with "**Director of Grantmaking**" in the subject line.

The cover letter should address why you believe you'd excel at this work and why you're interested in working for Sound Philanthropy.

While Sound Philanthropy is open to individuals from various locations applying to join our team, please note that we are unable to pay for relocation expenses, and all applicants must already be legally eligible to work in the United States at the time of application to be considered for this position. We will review applications as they are received and look forward to hearing from you.

Sound Philanthropy is a woman-owned Equal Opportunity Employer committed to a diverse workforce. LGBTQ+ and people of color are strongly encouraged to apply.