

Grants Analyst

Arnold Ventures is a philanthropy whose core objective is to maximize opportunity and minimize injustice. We are dedicated to tackling some of the most pressing problems in the United States. We invest in sustainable change, building it from the ground up based on research, deep thinking, and a strong foundation of evidence. We drive public conversation, craft policy, and inspire action through education and advocacy.

Position Overview

Arnold Ventures' Grants team is dedicated to supporting Arnold Ventures' grantees, programmatic teams, and other internal stakeholders throughout the full grantmaking life cycle. The Grants Analyst will be responsible for critical data entry and data integrity efforts for Arnold Ventures' grants management system (Salesforce), will facilitate the signature process for Arnold Ventures' charitable grants and contracts (DocuSign), will support the team of Grants Managers with grant administration needs, and will help address Salesforce-related inquiries from internal and external users. The Grants Analyst will also support process, systems, and data-related projects as the Grants team continues to identify efficiencies for Arnold Ventures' grantmaking activity. The Grants Analyst should expect to commit approximately 60% of time to regular ongoing data-related activities and approximately 40% of time to ad-hoc projects and requests.

Core Responsibilities

- Oversee the regular input, tracking, auditing, and analysis of data regarding potential and existing grants and contracts by utilizing Salesforce, DocuSign, and other internal tracking tools
- Collaborate with Legal, Finance, programmatic, and other departments to ensure the audit-readiness of Salesforce records
- Facilitate execution of charitable grant and consulting agreements and amendments by providing the necessary information to authorized signatories
- Communicate with external partners to collect necessary information throughout the grantmaking lifecycle and triage grantee questions about Arnold Ventures Portal and grant processes, including responding with customized user support/instructions/reference materials
- Support the adoption and usage of Salesforce by internal staff, which will include the development of data integrity reports, dashboards, and training materials
- Support the Grants team's internal project management systems and other centralized team responsibilities, including but not limited to ensuring updates are made and saved to standard operating procedure documents and developing agendas and taking notes for team meetings
- Oversee a small portfolio of grants and provide coverage support for Grants Managers as needed, which may include but will not be limited to reviewing grant reports and making payment recommendations
- Assist with ad hoc project management and implementation requests as they arise

Required Qualifications

- Bachelor's degree
- Minimum 3 years of relevant experience in positions in the nonprofit or philanthropic sector, or in a similar support role involving contract processing and/or data entry and quality oversight
- Exceptional project manager with extraordinary organization skills and attention to detail
- Excellent oral and written communication skills
- Familiarity using Salesforce and DocuSign, or other similar platforms
- Strong command of modern technology (MS Office, Slack, Zoom, etc.)

Our Culture and Core Values

Our culture seeks to inspire and empower our people to innovate and develop bold ideas that will help Arnold Ventures achieve lasting impact. Our culture, and the core values that support it, should create an environment that spurs our team to think outside the box, feel comfortable pushing the boundaries of what is possible, and signal confidence in our team's ability to make change happen through our philanthropic efforts. Although not an exhaustive list, below you'll find examples of Arnold Ventures' work culture.

- We are adaptable and comfortable with ambiguity
- We are intellectually curious, open-minded, objective, humble, collegial, and receptive to feedback
- We are action-oriented with strong self-direction and self-motivation skills with the ability to work simultaneously on multiple projects
- We are able to interact confidently and collaboratively with team members and navigate relationships with external experts, government leaders, advocates, and individuals

Arnold Ventures' values reflect who we are as an organization, help us accelerate our strategic goals, strengthen our resolve, anchor us to our mission, and guide our decision-making. The successful candidate will also demonstrate the following core values that inspire the Arnold Ventures team to make a difference.

- Respect for Ourselves & Others
- Audacious Action
- Collaborative Engagement
- Depth of Thought
- Clear Communication

Arnold Ventures is an equal opportunity employer, committed to a diverse and inclusive workplace. All qualified applicants will be considered for employment without regard to race, color, religion, national origin, age, sex, gender identity or expression, marital status, sexual orientation, disability, military/veteran status, or any basis prohibited by applicable law.

Acknowledging the importance of diverse perspectives, Arnold Ventures is committed to employing individuals from a variety of backgrounds and with a variety of experiences. Members of historically marginalized communities and candidates who have been impacted by the systems we are seeking to change are strongly encouraged to apply.

Apply at <https://recruiting.paylocity.com/recruiting/jobs/Apply/2445642/Arnold-Ventures-LLC/Grants-Analyst?source=Sterling>