Job Title: Director of Operations and Grants Management

Reports to: Chief Executive Officer

Hours and location: 40 hours per week, flexible hybrid of remote and in-person

About the Foundation: Based in Houston, the Jacob and Terese Hershey Foundation is a private grantmaking foundation that supports those working boldly toward a healthy environment, reproductive justice and the nurture of nature, largely within Texas. The Foundation is an equal opportunity employer, with a commitment to fostering a diverse, equitable and inclusive workplace.

Position Summary: The Jacob and Terese Hershey Foundation seeks an experienced professional to coordinate the Foundation's grants administration, technology, business operations and risk-management functions, promoting efficiency, compliance, security and continuous improvement. The role also supports certain financial management, governance, communications and organizational planning activities.

Key Responsibilities: The Director of Operations and Grants Management will oversee:

- Grants Management
    - Coordinate grants management systems and processes, including their design, development and documentation.
    - Guide grant due diligence activities involving compliance with relevant laws, regulations and Foundation protocols, including matters involving fiscal sponsorship, expenditure responsibility and the project grant rule.
    - Manage grant processing, including the processing of letters of inquiry, applications, agreements, payments, amendments and reports.
        - The Foundation carries out two grantmaking cycles per year, along with a year-round small-grant program and periodic ad-hoc grantmaking programs.
    - Stay informed and educated about emerging and best practices in the philanthropic sector regarding grants management and related matters.
    - Consider opportunities to optimize grants management processes to the benefit of grantee partners and the Foundation.

- Technology and Information Systems
    - Oversee the Foundation's technology environment, information systems, devices and security practices; ensure optimal functioning of IT infrastructure.
    - Maintain relationships with the Foundation's technology vendors, including the managed service provider, website host/designer and grants platform provider (Foundant GLM).
    - Administer key software platforms, including Foundant GLM, Quickbooks and BILL.
    - Guide technical training for Foundation board and staff.
- Business Operations and Risk Management
    - Ensure optimal functioning of the Foundation's office and storage environments.
    - Maintain relationship with the Foundation's building management and ensure adherence to office rental contract.
    - Oversee records retention and retrieval processes.
    - Consider opportunities to optimize the Foundation's business operations and mitigate risk to the Foundation.

In addition, the Director of Operations and Grants Management will support:

- Financial Management and Internal Controls
    - Contribute to the development of the Foundation's annual budget, including calculating required annual grant distribution amounts and grantmaking budgets.
    - Approve payments in BILL, monitor monthly bank and credit card usage and statements.
- Governance and Board Operations
    - Contribute to preparing calendars, agendas and materials for board meetings; attend quarterly board meetings.
    - Contribute to ensuring that Foundation policies and related documents and agreements are reviewed, approved and submitted on a regular basis. Draft operational policies as needed.
    - Provide grantmaking data, analysis and reporting to support Foundation decision-making.
- Communications and Branding

    - Manage maintenance of the Foundation's website, in partnership with external website host/designer.
    - Manage the Foundation's visual image, including logo usage and communications standards.
    - Coordinate publication of semiannual Foundation e-newsletter.
- Field Engagement and Thought Leadership
    - Actively participate in professional organizations relevant to the position.
    - Share the Foundation's grantmaking practices and philosophy with the wider philanthropic community.

In addition, the Director of Operations and Grants Management will execute special projects and assignments for the CEO and Board of Directors as needed.

Desired Qualifications: We seek a team member with experience in a relevant professional capacity who is enthusiastic about the Foundation's mission and shares our values. The candidate must be comfortable taking initiative, interacting with certain external constituents and operating with a high level of trust, flexibility and responsibility.

Specifically, the successful candidate will possess:

- Robust knowledge of legal requirements and complexities of private foundation grantmaking, including fiscal sponsorship, expenditure responsibility and the project grant rule.
- A deep understanding of the grantmaking process.
- Advanced knowledge of grants management systems (Foundation GLM would be a plus) and Microsoft Excel.
- A minimum of eight years of related work experience.
- Familiarity with the nonprofit, philanthropic and foundation sector.
- A Bachelor's degree or equivalent experience.

Key Attributes and Competencies: The successful candidate will demonstrate:

- Excellent technical aptitude, as well as an orientation toward continuous system and process improvements.
- Strong commitment to ensuring compliance with laws and regulations that govern Foundation operations alongside a commitment to easing burdens for grant applicants and grantee partners.
- Excellent analytical skills, as well as the ability to present quantitative information in a way that is understandable and relevant to various audiences.

- Strong organizational skills and attention to detail, and an ability to meet deadlines, take initiative and anticipate needs.
- Ability to handle confidential information with discretion.
- High emotional intelligence and self-awareness, seeking and acting on feedback.
- Excellent judgement, integrity and commitment to learning and accountability.
- Ability to thrive and adapt in an environment of growth and change.
- Orientation as a team player, a positive mindset and an ability to envision success.
- Strong commitment to diversity, equity, inclusion and justice.

Compensation: The salary range for this position starts at $165,000 and will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will be eligible for the Foundation's employee benefits program, including but not limited to medical, dental and vision coverage, a matching 401(k) retirement plan, generous paid time off, and educational loan assistance.

Location: This position will be based out of the dog-friendly Foundation offices in Houston, with the schedule to be structured as a flexible hybrid of remote and in-person work. Occasional travel to relevant conferences, trainings and meetings is required.

To Apply: Send a resume and cover letter to employment@jthershey.org. We will contact those candidates who most closely match our requirements. Thank you for your interest.