POSITION OPENING—GRANTS MANAGER
Immediate Opening—Posted Until Filled
Preference Given to Applications Received by January 28, 2015

Akonadi Foundation is an Oakland-based private foundation working to support and nurture a racial justice movement that can put an end to the structural racism that lies at the heart of social inequity in the United States. Akonadi provides grants to racial justice organizations, focused on youth of color in Oakland, and nurtures racial justice movement-building in philanthropy. This grants management position will work closely with four Akonadi staff. This is a full-time position with generous benefits and a supportive team atmosphere.

The Grants Manager is responsible for all aspects of management and administration of Akonadi Foundation’s grantmaking. She guides the design, implementation and monitoring of grants management processes and procedures, and helps build strong peer relations. The Grants Manager is responsible for the review of grant recommendations and supporting documentation for adequacy and accuracy; monitoring grant projections and approvals; monitoring and tracking grantee payments and reporting through close-out; and maintaining the virtual grant file. She provides orientation to program staff, administrative assistants and grantees on grant administration-related procedures. The Grants Manager works proactively and constructively with other staff members, and ensures that Akonadi staff and board have the information and tools needed to function efficiently and effectively.

KEY DUTIES
Grants Administration
• Conduct due diligence to assure compliance with IRS regulations for all grants and programs
• Develop internal systems for efficient grantmaking
• Coordinate site visits
• Develop and oversee standard terms and conditions for grant award letters
• Track grant award process, timely distribution, return of grant award letters, and issue checks
• Schedule reporting requirements of grants, and ensure grantee reports are submitted
• Develop and provide grantmaking reports to staff and board, through Sales Force and otherwise

Communications and Information Technology
• Use Akonadi’s Sales Force database for managing client and constituency relationships
• Communicate externally with grantees and applicants
• Support projects interfacing with database
• Utilize and update the Foundation’s grants/contact database for managing external relationships

Support
• Support staff with grants administration and related information technology
• Communicate with program and finance staff ensuring needed up-to-date information is available
• Prepare necessary information for board meetings, including grantmaking docket

Financial Reporting
• Track and report grants information for audit and tax filings
• Maintain multi-year grant payment schedules in QuickBooks

SKILLS AND QUALIFICATIONS
• Five years related experience: grants manager, program administrator
• Experience and proficiency with client relationship management systems, Sales Force proficiency a plus
• Skilled in the use of Microsoft Suite and other digital tools for developing reports, text and graphic communications
• Ability to adapt to new computerized applications and changes in technology management
• Ability to multitask, meet deadlines and work in a high pressure environment
• Impeccable attention to detail
• Willingness to handle complex, heavy and detailed-oriented workload and assigned special projects
• Strong analytical and problem-solving abilities
• Excellent communication and interpersonal skills and organizational capabilities
• Excellent writing, spelling, grammar and mathematical skills
• Work well independently and with a team
• Ability and willingness to travel occasionally to meetings and conferences
Organizational Values and Culture

- Deep understanding of, and strong commitment to, the values, purpose and goals of Akonadi Foundation
- Willingness and competence for work with diverse communities across race, class, ethnic boundaries
- Strong interpersonal skills and ability to create positive long-term working relationships, demonstrating a commitment to teamwork and relationship building, tact, dependability, and flexibility
- Ability to work in a small, friendly office environment where each staff person assumes multiple responsibilities while striving to achieve shared goals

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit for long periods while using a computer with keyboard, screen and mouse; talk and listen on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Limited travel is required for participation in relevant conferences, site visits and meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

COMPENSATION: Competitive salary, depending on experience, generous benefits including health insurance, retirement

TO APPLY: Send your resume, cover letter, 3 references and salary requirements to: JOBS@AKONADI.org
Please note the position title in the e-mail Subject Line. Please send your application as a Word doc or PDF.
Or send by mail to: Akonadi Foundation Search Committee, 438 14th Street, Suite 1417, Oakland, CA 94612.
NO CALLS PLEASE.

Akonadi is an equal opportunity employer and a values-based organization with a deep commitment to building transformative culture and challenging racism, sexism, homophobia and oppression in all its forms. People of Color, working-class people, differently-abled people, formerly incarcerated people and LGBTQ persons are strongly encouraged to apply.