Title: Grants and Operations Manager

Job Type: Full Time/Salaries
Salary Range: $65,000 - $80,000
Start Date: January 2021
Location: remote / Los Angeles (preferred)

The Grants and Operations Manager ensures that the AAPI Civic Engagement Fund’s operational and grantmaking systems run smoothly and effectively. Reporting to the Director, the Manager creates and manages systems for grants and operations in accordance with organizational strategy, culture and vision. As one of the key holders of day to day functions, the Grants and Operations Manager plays an essential role in building a culture of responsiveness and accountability, both internally and externally.

This position will create and execute policies and procedures to process grants and contracts, while ensuring timeliness, quality, and compliance. They will facilitate the design, development, and implementation of grant-tracking technologies and vendor management systems, while supporting the capacity development needs of our grantee cohort. They will lead organizational operations, manage personnel and contracts, and provide general financial oversight, in partnership with our fiscal sponsor, NEO Philanthropy. They will also support the Fund Director in fundraising and organizational evaluation. The ideal candidate for this position is organized, proactive, deadline-oriented, and an operations thinker. They are experienced in creating organizational systems and processes and driven to support and strengthen AAPI communities.

Summary of Responsibilities

Grants Management

- Create systems for grants oversight and tracking. Ensure all grant and report requirements and deadlines are satisfied.
- Ensure accurate and timely disbursement of grant agreements and payments, and support processing in compliance with NEO grant-making policies and procedures.
- Develop and distribute grants, RFPs, and report forms. Prepare and compile dockets and reports, including reviewing, summarizing, and documenting grantee reports.
- Build relationships with grantees and ensure regular and timely communication; manage site visits, delivery of materials, and grants-related correspondence.
- Support grantmaking portfolio development, including conducting research and developing an analysis of the AAPI civic engagement sector.
- Document and assess of activities and identify ways to build long-term organizational capacity for grantees, including an annual evaluation carried out with external consultants, in partnership with the Director.
- Support agenda and materials development for Steering Committee meetings.
• Support Director in fundraising activities and grant writing, including editing proposals and reports.
• Participate in grantee, donor, and advisory committee meetings, as requested.

**HR & Operations**
• Develop and document administrative practices, including operations, finance, and HR, and ensure alignment with NEO policies and procedures.
• Strengthen and maintain consistent organizational cultural tools and practices, including regular meetings, retreats, and activities and policies for staff well being.
• Coordinate HR and personnel management in partnership with NEO. Support Director to create an appropriate staffing plan for the Fund.
• Manage organizational technology and systems, including vendors and consultants.
• Support organizational leadership to develop administrative strategies, priorities, and structures.
• Serve as a strategic thought partner to Director and grantees with regard to operations, finance and HR.
• Manage administrative support staff and consultants.

**Contracts & Financial Administration**
• Manage solicitation and development of contracts with vendors and consultants in coordination with NEO.
• Assist with identifying and reaching out to potential vendors.
• Process and track contracts, invoices, reimbursements, balances, and payments.
• Support compliance practices consistent with NEO procedures, including relevant restrictions on lobbying and electoral campaigning activities.
• Support development of annual budget.
• Ensure proper documentation and accurate accounting for all revenue and expenses, including tracking accounts payable and receivable.

**Qualifications**
• Commitment to the AAPI Fund’s mission, vision, and values. Experience in social justice, AAPI civic engagement, and/or movement building preferred.
• At least 3-5 years of full-time equivalent experience in operational, administrative, and/or grants management role. Foundation, nonprofit, corporate social responsibility, or public service experience preferred.
• Demonstrated success with creating and managing tracking systems, organizational practices, and operational procedures.
• Excellent verbal and written communication skills, including strong note-taking and the ability to communicate warmly, professionally and clearly.
• Strong financial management skills, including budgeting and grant reporting.
• Ability to handle sensitive information with confidentiality, discretion, and respect.
• Proficiency with Microsoft Office, Dropbox, Zoom, and Salesforce or other database programs. Skills with WordPress for basic website management an asset.

• Excellent interpersonal and relationship-building skills. Ability to work effectively across multiple roles with diverse groups of people, including experience working with and being accountable to low-wealth people, communities of color, immigrants, and refugees.

• Ability to work independently and proactively, take direction, anticipate needs, and suggest solutions.

• Experience supervising staff and consultants.

• Reliable and well-organized, including the ability to prioritize effectively and meet deadlines. High level of accuracy and attention to detail required.

• Knowledge of non-profit management, including legal and financial compliance for nonprofits strongly preferred. Knowledge of 501(c)(4) compliance, legal environment, and operations a plus.

• Ability and desire to grow and pivot with changing needs within the organization and the field.

Salary and Benefits
The salary range for this position is $65-80,000 depending on skills and experience.

The AAPI Civic Engagement Fund is a fiscally sponsored project of NEO Philanthropy. NEO offers a generous benefits package to all full-time regular employees, including 100% medical coverage for the employee and 90% medical coverage for dependents; 100% coverage for vision, dental, life/AD&D, long-term disability. NEO also offers a 401K retirement savings plan, Healthcare Reimbursement Arrangement (HRA), Medical FSA, Dependent Care FSA, commuter benefits, Employee Assistance Program, other supplemental benefits and paid time off.

To Apply
Please send cover letter (max 2 pages), resume, and writing sample (max 2 pages) to staff@aapifund.org. Please include “Grants & Operations Manager” in the subject line of your email. Applications will be accepted on a rolling basis through Monday, January 11, 2020 or until filled.

Equal Employment Opportunity
The AAPI Civic Engagement Fund and NEO Philanthropy are an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Women, people of color, LGBTQIA+ people, and members of historically disenfranchised populations are strongly encouraged to apply.