



JOB DESCRIPTION

PROGRAM AND GRANTS MANAGER

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Purpose

The Program and Grants Manager is responsible for identifying and nurturing opportunities for affecting positive systemic change within communities and executing programming efforts that are aligned with this organizational direction.

Position Summary

Reporting to and in partnership with the CEO, the Program and Grants Manager will develop and promote an open and inclusive grant program evolving Together Women Rise's grants management systems and processes to higher levels of efficiency and maturity. They will help shape and engage our community about narrative change efforts focused on global gender equality through a participatory process. This position is a full-time, remote position, which may include occasional night and weekend hours.

Responsibilities

The Program and Grants Manager is the primary support for all proposal and grant tracking, grant-related compliance, and administration. In collaboration with other staff, the Grants Manager contributes to the development and implementation of the organization's systems, policies and procedures related to the grantmaking processes from inquiry, application intake through final reporting and administrative close. As the organization evolves its grant making strategies, the Grants Manager will be a thought partner and contributor to bringing ideas to fruition. The Grants Manager will also have the opportunity to collaborate with other sector peers.

Role

- Oversee the grantmaking processes in collaboration with the CEO and Grants Partnership Committee throughout the grant life cycle and serve as technical support for grantees, members and staff as they navigate the process
- Manage Together Women Rise' partnerships portfolio, including working to develop and strengthen working relationships with national and international grassroots stakeholders
- Understand ensure compliance with IRS and Rise requirements and regulations
- Ensure smooth coordination and communication between Communications staff, members and stakeholders
- Manage, lead and implement continuous improvement initiatives ensuring solutions align with strategic goals of the organization

- Manage the design, documentation, communication and implementation of grants administration and compliance policies and procedures
- Manage the implementation of grant software and oversee staff, interns or volunteers responsible for data entry
- Give presentations about the organization to interested parties when appropriate.
- Works closely with the Communications Department to develop and manage programs and engagement opportunity for members
- Work with the Accounting Department staff to ensure proper fund and grantmaking budget administration
- Oversee the recruitment, selection, onboarding and training of grants committee volunteers and oversee the Education team
- Provide accurate and timely reports on all grantee and partners as requested
- Commitment to Together Women Rise's mission and values

Qualifications:

The ideal candidate will possess:

1. A minimum of three to five years of grants management experience in a nonprofit or foundation or related work experience and demonstrated success in relevant field
2. Demonstrated experience with participatory grantmaking processes and initiatives and familiarity with the model
3. Experience working effectively on gender equality issues with persons from diverse cultural, social, economic, religious and ethnic backgrounds
4. Demonstrated ability to build long-term collaborative relationships with key organizational and external partners
5. Demonstrated commitment to and experience advancing gender equality and centering diverse global communities in their approach to systems change work
6. Demonstrated experience successfully managing projects/programs from ideation through to projects/program assessment and review
7. Demonstrated experience facilitating meetings with diverse stakeholders (i.e volunteers, grantees, partners and members)
8. Outstanding organizational skills and proficiency in prioritizing assignments to complete work in a timely manner and on deadline
9. Exceptional interpersonal skills with the ability to have authentic dialogue around sensitive issues; highly developed emotional intelligence and active listening skills, and the ability to use these skills in collaborative, diplomatic ways
10. Comfort with and ability to work effectively with diverse communities, including appreciating historical contexts, discerning nuances of relationships and power dynamics, understanding racial/ethnic/gender realities and respecting community needs and desires
11. Ability to be highly responsive and have strong propensity to provide excellent customer service
12. Self-starter, who works independently while at the same time, works well collectively and collaboratively with colleagues to achieve common goals
13. Knowledge of current trends, movements and policy changes to stimulate appropriate programming directions and capitalize on emerging opportunities
14. Bachelor's degree is preferred
15. Strong computer skills, including Microsoft Office, Salesforce or another grants database

Compensation: The target salary for this non-exempt position is \$55,000 annually; commensurate with skills, knowledge and experience. Full-time benefits include paid time-off, holidays, and a flexible work schedule. A benefit stipend in lieu of health coverage is provided.

Remote work policy: Together Women Rise has adopted a long-term remote work policy dedicated to its employee health and safety. Office hours: 9:00-5:00pm, Monday-Friday

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply. Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.

To apply: please submit a detailed cover letter highlighting your qualifications and experiences for the position and how your skills and commitment align with the position description along with a current resume.