



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.

Position Summary

Together Women Rise seeks an experienced Program and Grants Manager who 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. The Program and Grants Manager reports to and works in partnership with the CEO.

Values

The values that underpin and shape our work and approach are:

Collaboration — We harness the power of collective action to change the world for women and girls.

Integrity — We act with honesty and transparency.

Inclusion — As global citizens, we welcome and value everyone.

Empowerment — We enable women and girls to create change for themselves, their families, and their communities.

Passion — We are driven to achieve global gender equality.

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

- Provides coordination all grant administration activity 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, education team, members and stakeholders and respond to member inquiries as needed
- 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 grants software and grants portals in Salesforce 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 opportunities for members (i.e., national webinars)
- Work with the Accounting Department staff to ensure proper grantee reporting and accountability 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 grantees and partners as requested
- Commitment to Together Women Rise's mission and values

Qualifications:

The ideal candidate will possess:

1. Bachelor's degree required, with a minimum of three to five years of grants management experience in a nonprofit or foundation; master's degree preferred; equivalent combination of education and work experience with 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 people from diverse cultural, social, economic, geographic, 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 coordinating all grants administration activities including monitoring compliance with terms and conditions of each active grant agreement
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, skilled in exercising a high degree of sound independent judgment and able to work within established guidelines with little or no direct supervision
13. Skilled in solving problems and ability to deal with a variety of variables in situations where little or no standardization exists
14. Knowledge and analysis of current trends, movements, and policy changes to stimulate appropriate programming directions and capitalize on emerging opportunities
15. Strong computer skills, including Microsoft Office, Salesforce, or another grants database

Compensation: The target salary for this exempt position is \$60,000-\$65,000 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: 9:00-5:30 pm (Eastern), Monday-Friday and some evenings.

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, and 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.