

# THE LIBRA FOUNDATION

**POSITION ANNOUNCEMENT:**  
**GRANTS ASSOCIATE**  
**Reports To: Knowledge & Grants Manager**  
**Status: Full Time/Exempt**  
**Location: San Francisco, CA**  
***Closing Date: July 15, 2019***

## The Foundation

The Libra Foundation is a family foundation committed to the belief that all people have the right to live in a healthy environment and in peaceful, just, and equitable societies. Libra utilizes a human rights lens to focus its grantmaking on three program areas: gender justice, environmental justice, and criminal justice reform/drug policy. Libra's grantees fight against systemic inequalities, organize communities most impacted by injustice, and innovate new models of networks and organizations serving our common good.

Over the past 16 years, Libra has done significant grantmaking to progressive causes and movements. More recently, the Foundation has been building a new, dynamic team as it enters its next stage of evolution, which involves a focus on supporting advocacy, civic engagement, and organizing and power building work that is led by and for communities of color and people that are most impacted by injustice.

Libra is a small team and has assets of ~\$420 million; it is part of a larger shift in philanthropy that aims to disrupt traditional power relationships in the nonprofit world, elevate the voices of grantees, and channel new resources to diverse grassroots groups. The Foundation is an intimate environment where shared values and collaborative spirit are very important.

## The Opportunity

This newly-created position presents a unique opportunity for a leader with shared values to work in an entrepreneurial environment. The Grants Associate will be based at the Foundation's offices in The Presidio and will report to the Knowledge & Grants Manager on a team dedicated to providing grantee partners with stellar customer service and streamlining and simplifying grantee applications, reporting, and other practices.

## Key Responsibilities

- Serve as the key grant process-related contact for Libra's existing grantees and function as a resource for grantees throughout the process

- Invite prospective grantees to apply for funding, communicate all necessary information, and review application materials for completeness and adherence to Foundation guidelines
- Help prepare board docket PowerPoint presentations for Libra’s grant cycles
- Work cross-functionally with the family office accounting team to schedule, process, and track grant disbursements
- Provide support related to the implementation of Libra’s new grants management system (GivingData): Help optimize legacy files for transfer; conduct testing of data in the new system; create reports leveraging the data and functionality of the new system; and provide training and technical support to staff and grantees during and after the transition
- Conduct analyses of Libra’s grantmaking data, as directed
- Participate in and sometimes lead collective efforts to nurture the health and effectiveness of the Libra team such as weekly team lunches and quarterly retreats

### Core Qualifications and Competencies

- Bachelor’s degree with two years’ administrative or data-intensive work experience in a comparable role—experience in excess of the minimum requirement accepted in lieu of a degree
- Proven commitment to social impact—experience in one or more of Libra’s three program priorities a plus
- Excellent customer service and communication skills (listening, interpersonal, oral, and written)
- Fastidious attention to detail
- Proactive, self-motivated work style with strong planning and execution skills
- Strong technical competency and savvy: High proficiency in Microsoft Office and Google Suite applications and experience working with Custom Relationship Management (CRM) or grants management system databases—experience with GivingData a plus
- Excellent writing, research, analytical, synthesizing and presentation skills
- Experience with or knowledge of the nonprofit sector and philanthropic giving vehicles, as well as the various laws and regulations affecting them
- Experience and comfort with working collaboratively with people from diverse backgrounds

### Additional Attributes

Successful candidates must also exemplify the following:

- High EQ: Open-minded listener and thought partner with high emotional intelligence
- No ego: Humble, service-oriented leader who treats fellow team members and grantee partners with kindness and respect
- Flexibility and positivity: Comfortable wearing multiple hats, has demonstrated a work style that is adaptable with a positive attitude that contributes to a healthy, vibrant team dynamic
- Impeccable integrity and judgment: Models ethics and trustworthiness in all actions
- Courage: Willingness to challenge assumptions and recommend innovative approaches or practices

## Compensation and Benefits

The salary for this position is competitive and commensurate with qualifications and experience, and The Foundation offers a generous benefits package including medical, dental, and vision plans; paid time off and other paid leave policies; 401k matching; and a transit subsidy.

## How To Apply

The Libra Foundation is partnering with [Walker and Associates Consulting](#) – a national strategic management consulting and search firm – for recruitment. To apply, email a single PDF file containing a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to [thelibrafoundation@walkeraac.com](mailto:thelibrafoundation@walkeraac.com) on or before 5:00 p.m. on Monday, July 15, 2019. Use the subject line: Grants Associate. Resume review begins immediately.

*Questions or Nominations?* Contact Jeannine N. Walker, Walker and Associates Consulting, at [jwalker@walkeraac.com](mailto:jwalker@walkeraac.com).

*The Libra Foundation is an “at-will” and equal opportunity employer committed to human rights and supporting a peaceful, just and equitable society for all. Individuals of all races, religions, national origins, ethnicities, ages, mental or physical disabilities, sexual orientation, gender (including pregnancy and gender expression) identities, marital status, veteran status, medical conditions, formerly incarcerated people or any other classification protected by federal, state, or local law or ordinance, are welcome to apply.*