

Stryker Johnston Foundation

Position Title: Grants Coordinator

Reports to: Executive Director

Location: Stryker Johnston Foundation office in Kalamazoo, MI and remote

Start Timeframe: Immediately upon hire

About the Stryker Johnston Foundation: The Stryker Johnston Foundation (SJF) is a private family foundation based in Kalamazoo, Michigan. We partner with organizations and groups that work to strengthen and build thriving, equitable communities. We aim to foster a more just, equitable, and compassionate world where everyone can live a healthy and fulfilling life. Currently, we invest in and partner with organizations and groups working to end intergenerational poverty in Kalamazoo County, Michigan. We follow a trust-based philanthropy model. This model is driven by values. It is centered on relationships. It is aware of how power works. It prioritizes equity, trust, and ongoing partnership. We're working with our partners to end the cycle of poverty in Kalamazoo County. We are using our power as a foundation to support, champion, and raise up the work of people who are making real change in our community. Please visit our website at www.strykerjohnstonfoundation.org to learn more about our funding priorities and grantmaking program.

About the Role: We are hiring a full-time Grants Coordinator to join our small, close-knit, nimble team. The Grants Coordinator will support SJF's grantmaking program and help monitor its grant portfolio. They will help ensure the grantmaking process is equitable, effective, and aligned with the SJF's mission, vision, funding priorities, and guiding principles. The Grants Coordinator will help with monitoring the grant pipeline, grant compliance review, scheduling and coordinating meetings, developing meeting materials, tracking internal processes, and organizing/synthesizing notes. This person will also provide administrative and technical support to grantseeking organizations throughout the grant application process, and will respond to general grantmaking inquiries. They will help remove barriers to SJF's application process by being an accessible resource.

In order to be successful at the Stryker Johnston Foundation, a team member must be able to:

- Work in an environment where curiosity, not certainty, informs our work.
- Build rapport and trust with our team, grant partners, and field leaders.
- Work collaboratively with our team, grant partners, and field leaders.
- Lead and manage your own body of work, from inception to completion.
- Set expectations of our team, grant partners, and field leaders appropriately.
- Be aware of your limits and be willing to ask for help when needed, trusting that the team will be here to support you.
- Operate with humility, knowing we don't always get it right or have all of the answers.

Primary roles and responsibilities include:

Administrative Support

- Review and respond to general SJF inquiries.
- Provide general administrative support to the SJF Team, including but not limited to:
 - Scheduling meetings;

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- Organizing and coordinating meetings and travel;
- Developing and distributing meeting materials;
- Processing expense reports;
- Budget tracking;
- Coordinating and tracking internal processes; and
- Organizing/synthesizing notes.
- Manage projects and timelines that support SJF's grant programs.
- Assist and support the Grant Program team and grant processes by:
 - Contacting grant applicants to request missing information;
 - Supporting the Grants Manager with legal compliance reviews of grant applications to ensure grants are compliant with IRS and SJF regulations and requirements;
 - Ensuring grantmaking policies and procedures are consistently applied;
 - Supporting general administration of grant processes, such as updating grant information in grants management system (Foundant GLM), maintaining grant files, drafting grant partner communications, tracking and processing payments, maintaining reporting schedules; and
 - Assisting with preparing grant data reports for tax filings, audits and other internal reviews, as needed.
- Assist and support other SJF programs and initiatives as needed.

Support for SJF Grant Partners:

- Integrate and utilize a trust-based philanthropy approach throughout SJF's grant programs.
- Respond to general inquiries and requests from individuals and organizations about SJF's grant programs.
- Provide administrative and technical support to grant seekers throughout the grant application process.
- Ensure SJF's grantmaking processes are accessible, including providing accommodations to grant seekers and grant partners and upholding SJF's accessibility expectations.
- Actively solicit and use feedback from grant seekers and grant partners to improve SJF's processes, grantmaking priorities, and support continuous organizational learning and reflection.

Internal Learning and Engagement

- Stay informed of issues and events related to SJF's work and share insights with the SJF team.
- Develop and present internal updates and reports to the SJF team and Board of Directors, as needed.
- Actively participate in SJF meetings and committees.
- Work collaboratively with team members to achieve organizational goals.
- Evaluate own performance and assume responsibility for professional development.
- Embrace philosophy of and actively engage in lifelong learning including self-reflection and growth regarding personal bias from anti-racist and anti-oppressive lenses.

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We are looking for someone who is:

- Passionate about trust-based grantmaking and transformational philanthropy.
- Self-motivated and comfortable working independently.
- An organized and detail oriented project manager who is confident in managing complex project workflows and timelines and consistently meets deadlines.
- Excellent at taking action to implement projects and follow-through.
- A skilled communicator, able to calmly, directly and strategically navigate difficult conversations.
- Skilled at synthesizing and summarizing complex information.
- Always looking ahead and thinking “what’s next and what’s needed”?
- Comfortable serving as an SJF ambassador/representative.
- Passionate about maximizing grant seeker/grant partner experiences with SJF and making an impact towards SJF’s mission and vision.
- Dedicated to continuous reflection and learning and cultivating self-awareness.
- Committed to working with integrity in all aspects of their work, building and maintaining trust with the team and partners, and respects and maintains confidentiality.

What you will need (knowledge/skills/experience):

- Understanding of and alignment with the mission, vision and priorities of SJF and committed to SJF’s grantmaking [guiding principles](#) and [trust-based grantmaking approach](#).
- Associates degree or an equivalent combination of training and relevant work experience in program/project coordination, development and/or management.
- Two to four years of experience working in the philanthropy or nonprofit sectors and/or grassroots organizations preferred.
- To understand, embrace and carry out a trust-based approach to grantmaking.
- To be anti-racist and have a strong commitment to and practice of addressing white supremacy and anti-Blackness throughout the work.
- To have a clear understanding of diversity, equity, and inclusion within the philanthropic and nonprofit sectors.
- Effective written, verbal, and interpersonal communication skills.
- Strong administration skills and experience, including the ability to plan and implement projects both independently and with colleagues.
- Ability to work collaboratively, contribute proactively to collective decisions, and execute in alignment with them.
- Proficient understanding of Google Workspace applications (including Gmail, Docs, Slides, Sheets, etc.), MS Office.
- Experience with or ability to learn how to effectively use a grant management system (Foundant GLM) and project management system (Asana).
- The ability to perform the primary roles and responsibilities of this job with or without reasonable accommodations.

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Working Conditions:

- Flexible, hybrid work environment. SJF's Kalamazoo, MI office and remote work opportunities.
- Typical work hours between 8:00 am-5:00 pm ET, Monday-Thursday, with opportunities for a flexible work schedule. Occasional evening and weekend work.
- Fluctuating workload due to various deadlines and cyclical processes.
- Extensive keyboard and computer monitor use.
- Exposure to sensitive and confidential information.
- Occasional on-call availability to handle work problems, emergencies/crisis situations, etc.
- Occasional local, regional, or national travel required.

Compensation:

- Competitive salary (commensurate with qualifications and experience) and benefits package, including a 401k plan, health and dental insurance, wellness program, paid time off, and annual professional development opportunities.
- Base Salary range: \$60,000-\$70,000

The information above is intended to describe the general nature and requirements of this position. It is not meant to be an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform this job, individuals must be able to satisfactorily perform the primary roles and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary roles and responsibilities.

How to Apply

We are an equal opportunity employer and strongly encourage applicants with diverse identities, backgrounds, and life experiences to apply. Please email a resume and cover letter highlighting your experience and interest relevant to the position to jobs@strykerjohnstonfoundation.org with the subject line "Grants Coordinator." **Applications will be accepted until January 27, 2023.**

Please let us know if you require accommodations to apply for this position. To request an accommodation, please call 269-488-8484 or email jobs@strykerjohnstonfoundation.org.

Last Updated 1/10/23