

Stryker Johnston Foundation

Position Title: Grants Manager

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 programs.

About the Role: We are hiring a full-time Grants Manager to join our small, close-knit, nimble team. The Grants Manager is responsible for implementing the legal, technical, and operational parts of SJF's grantmaking programs. They will work closely with the SJF team to manage grant workflows and to create, implement, and maintain effective grant administration practices that enhance SJF's grantmaking and overall effectiveness. The Grants Manager will help to design systems for our grant application processes, manage the grant lifecycle, synthesize and analyze data, and share learnings and best practices. They will also organize and present data for annual tax filings (990-PF), audits, and other reporting needs. The Grant Manager will support continuous improvement and will work with the Operations Manager to ensure grantmaking systems are aligned with SJF's mission, vision, values and grantmaking priorities.

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:

Systems Maintenance and Technical Expertise

- Create, implement, and maintain effective grants management and administration processes to support SJF's grantmaking programs.

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- Manage day-to-day grant processes and workflows, including managing the grant pipeline (proposal review, funding decisions, reporting, and close out) in a timely and efficient manner.
- Maintain excellence in electronic filing and organizing documents and information so that data can be collected and reported on in a timely and effective manner.
- Create dashboards and other data analytics to support programmatic, financial, and operational decision making and goals.
- Administer and manage SJF's grant management system (currently Foundant GLM), and support and train SJF team on using the system.
- Proactively troubleshoot technical problems with the grant management system and bring in external experts as needed.
- Center justice, equity, accessibility, and anti-oppression into all systems.
- Request and integrate regular feedback from SJF team and grant partners to develop effective solutions and process improvements for grantmaking programs.
- Work closely with Operations Manager to improve and innovate grantmaking systems, policies, and processes; roll out any changes and updates with the broader SJF team.

Grantmaking Administration, Due Diligence, and Compliance

- Partner with the Grant Program team to ensure all grants are processed appropriately. This includes conducting financial and compliance reviews for all grant applications to make sure that:
 - Grants meet SJF eligibility criteria;
 - Grants comply with IRS regulations and requirements; and
 - Grantmaking policies and procedures are continuously and consistently applied.
- Once funding decisions are made, prepare grant approvals, declinations, and grant agreements.
- Prepare grant data reports for annual tax filings (990-PF), audits and other reporting needs as necessary.
- Work with Operations Manager to complete annual grant program compliance reviews.
- Collaborate with the Grants Team on topical research, data collection, and reporting related to grantmaking programs.
- Coordinate with the Grant Program team to ensure transparency in grants policies and procedures, and consistency in grant partner-facing communications and engagement.
- Complete other special projects and assignments as needed.

Internal Learning and Engagement

- Stay informed of issues and events relevant 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.

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- Embrace philosophy of and actively engage in lifelong learning including self-reflection and growth regarding personal bias from an anti-racist and anti-oppressive lens.

We are looking for someone who is:

- Passionate about trust-based grantmaking and transformational philanthropy.
- Self-motivated and comfortable working independently.
- Extremely well organized with great attention to detail. Must enjoy the challenges of taking on ambiguous project visions or goals and translating them into concrete objectives and action steps.
- An experienced project manager who is confident in managing complex workflows and timelines and consistently meets deadlines.
- An excellent communicator, able to calmly, directly and strategically navigate difficult conversations.
- An implementer who can design, initiate, and implement effective systems and processes.
- Committed to ensuring all systems are highly accessible, functional, and efficient.
- 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](#).
- Bachelor's degree or an equivalent combination of training and relevant work experience in program coordination, development, and/or management.
- Experience in philanthropy or the nonprofit sector with five years of grants management involvement required.
- Demonstrated knowledge of IRS regulations governing grantmaking in a nonprofit and/or private foundation environment.
- Strong operations and administration skills and experience, including the ability to plan and implement projects both independently and with colleagues.
- 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.
- Experience with design, implementation, and maintenance of complex processes.
- Demonstrated skills in organizing, managing, and maintaining data.
- Ability to conduct research and summarize complex information.

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- 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.

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: \$95,000-\$110,000

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 Manager" **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