



## Grants Specialist

Reports to: Vice President, Compliance & Philanthropic Practice

Department: Grants Management

Location: Hybrid work environment. Must live in the Bay Area and be able to easily travel to Oakland, CA.

Status: Full Time/Exempt

Salary: \$70K-\$80K Annually DOE

### About the East Bay Community Foundation

Founded in 1928, East Bay Community Foundation (EBCF) is one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is dedicated to employing innovative strategies to advance an inclusive, fair, and just East Bay through four core program strategies.

- Arts and Culture for Social and Racial Justice
- Capacity Building with a Racial Equity Lens
- Community Organizing, Power Building, and Movement Building
- Fostering Inclusive Economic Models

As a community foundation, our donors are a critical partner in addressing the racial and economic inequities in the region. We take the time to understand what's important to donors, provide opportunities to align their giving to the priority areas of the foundation, and work in collaboration with our programmatic team that has a thorough understanding of the social and economic challenges in the East Bay and has deep relationships with the nonprofits and policymakers that are most effectively tackling those challenges.

With a strategic regional focus on Alameda and Contra Costa counties, EBCF works towards its framework of "A Just East Bay," which includes grantmaking, impact investing strategies, and a new way of taking steps to build solidarity among donors and community. We commit to employing all of our resources in service to our mission and push beyond industry norms to offer uniquely impactful opportunities for our fund advisors to help build economic equity for all. As a result, EBCF allows fund advisors to make impact investments from their Donor-Advised Funds (DAFs) and grants as a part of their overall giving strategy.

Approaching 100 years of service in the East Bay, join EBCF in eliminating structural barriers, advancing racial equity, and transforming political, social, and economic outcomes for all who call the East Bay home for generations to come.

For more information, please visit: [ebcf.org](http://ebcf.org)

## About the Position

The EBCF Grants Specialist works in a team to oversee and execute all aspects of the grant making process. Key responsibilities include grants processing, ensuring grant compliance throughout the life of a grant, maintaining the grants database, creating and processing various grant letters and agreements, supporting applicants and grantees, scheduling and tracking grant payments, reviewing and analyzing reports, providing expertise to a variety of stakeholders, and contributing to ongoing process improvement.

The Grants Specialist also plays a central role in administering and promoting scholarships. Key responsibilities include ensuring compliance with IRS guidelines and implementing best practices throughout the scholarship process, managing the scholarship database and online platform, supporting applicants and school-based personnel, facilitating all aspects of the selection/award process, and processing award payments and letters.

## Essential Duties & Responsibilities

### Grants

- Support the grantmaking lifecycle from recommendation through grant award, this includes grants of various level of complexity (e.g.: simple grants to charitable organizations, expenditure responsibility grants, scholarships, etc.) by maintenance of support documents, and responsive support and troubleshooting as issues arise
- Communicate with donors, and grantees, as well as program, development, and finance staff in support of the grant making process from recommendation through grant award
- Participate in cross training to enhance team capacity and support other team members as needed
- Perform grant due diligence based on compliance, risk, and grant complexity and flag grants according to EBCF's grants administration process
- Ensure any legal questions are resolved in consultation with the grants management team, internal policies, and/or outside legal counsel
- Communicate with grantees to gather information and to ensure compliance with IRS rules and regulations for both grant making and reporting, and offers support with no-cost extensions, expenditure reporting, and any other grantee questions
- Support EBCF's growing work, including development of policies and processes to align our grant making with A Just East Bay
- Identifies and supports grants manager with operational improvement initiatives, special assignments as needed
- Collaborate closely with the Development and CIP teams on grant volume, schedules, process improvements, and grant/payment tracking
- Protect information of a sensitive and confidential nature

## **Scholarships**

- Scholarship Management: Provide support for multiple scholarship funds, including scholarship processing and all compliance and administration facets of existing scholarship funds; maintains deep knowledge of federal scholarship regulations and industry best practices
- Support the administration of existing scholarships through effective communication and workflow between applicants, school-site personnel, and committee members
- Review and catalog all incoming scholarship materials, including those submitted through the online platform (SurveyMonkey Apply)
- Oversee all aspects of the selection and award process for assigned scholarships
- Communicate with applicants/awardees to gather information and to ensure compliance with scholarship guidelines
- Protect information of a sensitive and confidential nature

## **Qualifications**

- Ability to approach each day with curiosity, humor, integrity, humility, compassion and optimism;
- A commitment to learning, accountability, and a healthy team dynamic
- Exceptional attention to detail with ability to link work with the Foundation's goals and objectives
- High level of comfort with understanding and communicating compliance and regulation issues, including the ability to work through solutions using excellent judgment and integrity
- Strong written and verbal communication skills; comfortable communicating via email, Slack, and Zoom
- Excellent interpersonal skills that contribute to effective collaborations
- Ability to work well under pressure with frequent interruptions, to prioritize changing workloads to meet tight deadlines, and to work both independently and as a member of a team
- Proficiency with Grants Management & Scholarship software preferred
- Fluency with Microsoft Suite including Excel, Word, PowerPoint, and Outlook
- Strong familiarity with DocuSign, Adobe, Zoom, Google docs, Slack preferred
- Knowledge of community foundations, private foundations, and non-profit agencies is helpful

## **Racial Equity Competencies**

### Understanding and Applying Racial Equity

Demonstrate commitment to building or deepening the understanding of racial equity:

- Using core terms and concepts such as structural racism, white privilege, and anti-Blackness;
- The role that racial inequity has played and continues to play in our society;
- How race impacts supervisory relationships, team dynamics, and organizational culture;
- How personal/implicit/unconscious bias affect decision-making;

#### Working for Racial Equity

- Consistently assess structural implications and racially disproportionate impacts of policies, activities, and decisions within the context of their job responsibilities; race/ethnicity, intersection of race/ethnicity, gender, identity, and/or sexual orientation;
- Consistently adhere to organization's racial equity policies and procedures, including those that relate to hiring, retention, and promotion;
- Consistently identify and disrupt ways in which bias plays out in work and/or team;

#### Leading on Racial Equity

- Effectively encourage people to have honest conversations about racial equity, and accept feedback openly, non-defensively, and from a posture of learning.
- Consistently address structural implications and racially disproportionate impacts of policies, activities, and decisions by identifying and implementing changes that can produce more equitable outcomes. This applies not only in terms of race/ethnicity, but also at the intersection of race/ethnicity, gender identity, and/or sexual orientation.
- Consistently set racial equity outcomes, goals, and performance measures for team, department, or organization, and develop and successfully implement plans to achieve them.

### **Benefits**

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match, group term life insurance, disability insurance, 15 days of paid time off in year one, 20 days in year two and thereafter, sick leave, and 17 paid holidays per year. Plus, Health Care and Dependent Care Flexible Spending Account, an Employee Assistance Program, an annual professional development budget, commuter benefits, and a matching gifts program.

### **Location and Schedule**

This full-time position, in a hybrid environment, will require working onsite (200 Frank H. Ogawa, Oakland) for a minimum of three days per week, depending on job duties and agency requirements. It may also include occasional local travel to and from partner organizations, businesses, and donors. Depending on the events schedule, it may occasionally require working evenings or weekends.

**COVID-19 Vaccination:** All employees are required to adhere to EBCF's COVID-19 policies.

### **About the Application Process**

To apply, please email a combined PDF or Microsoft Word File of a cover letter and resume to [jobs@eastbaycf.org](mailto:jobs@eastbaycf.org) Please use the subject line: **EBCF Grants Specialist**. Applications will be reviewed as they are received.

---

*The East Bay Community Foundation (EBCF) is an equal opportunity employer committed to racial justice and equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.*

*Research has shown that women and people from marginalized groups may not apply for a role if they aren't a 100% match. Please don't hold back. If you think you will excel in this role, but perhaps you don't tick every box, we'd appreciate the opportunity to consider your application.*