

Grants and Data Associate

**Overview**

**Job Title:** Grants and Data Associate

**Reports to:** Managing Director, Grants Management

**Status**: Full Time/Non-Exempt

**Location**: This full-time position, currently in a hybrid environment, will require working onsite (200 Frank H. Ogawa, Oakland) for a minimum of one day per week, depending on job duties and agency requirements. This schedule may change at any time. 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.

**Salary**: $76,000-82,000 per year

**Department**: Grants Management

**About the East Bay Community Foundation**

Founded in 1928, EBCF is one of the nation’s first community foundations. Named the country’s “boldest” community foundation in 2019 by Inside Philanthropy, EBCF is committed to advancing an inclusive, fair, and just East Bay through four core program strategies:

* **Arts and Culture for Social and Racial Justice:** Storytelling, the arts, and cultural practices have always been important tools for survival, healing, and resistance. These creative expressions build community resilience and power and give voice, agency, and visibility to communities most harmed by oppression.
* **Capacity Building with a Racial Equity Lens:** EBCF is helping to strengthen organizations and the people who lead them, working to change systems in communities that have historically received little support. We want to ensure that organizations have the sustained investments and resources they need to eradicate systemic and institutional racism.
* **Community Organizing, Power Building, and Movement Building:** We believe that social movements led by communities most impacted by injustice are the most effective drivers of change. We resource BIPOC-led and serving power-building organizations
* **Fostering Inclusive Economic Models:** We address racial and economic inequities in our region through work in three areas– entrepreneurship & business ownership as pathways to wealth building; workers’ rights and protections; and impact investing.

With a geographic focus on Alameda and Contra Costa counties, EBCF works so that everyone has the economic freedom to dream, heal, and belong. We advance our work through leadership, grantmaking, impact investing, and building solidarity between donors and community. We commit to deploying all our resources in service of our mission and pushing beyond industry norms to offer uniquely impactful opportunities for our fund advisers to build A Just East Bay for all. EBCF manages more than 500 funds, with total assets in excess of $600M. These funds include donor-advised scholarships, field of interest, supporting organizations, and agency endowments.

Joining EBCF means a commitment to advancing racial equity and transforming political, social, and economic realities. We will do this by creating spaces that center joy and opportunities for dreaming and reimagining a future for all who call the East Bay home to have the freedom to thrive for generations to come.

For more information on the East Bay Community Foundation, please visit [ebcf.org](https://www.ebcf.org/).

# About the Opportunity

The EBCF Grants and Data Associate works in a team to support all aspects of the grant making process. Key responsibilities include data entry, grants processing, ensuring grant compliance throughout the life of a grant, maintaining the grants database, creating and processing various grant letters and agreements. Additionally, responsible for supporting grantees, creating and analyzing reports, providing expertise to a variety of stakeholders, and contributing to ongoing process improvement.

The Grants and Data Associate 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)
* Communicate with applicants/awardees to gather information and to ensure compliance with scholarship guidelines
* Protect information of a sensitive and confidential nature

**Data**

* Serve as the lead for data management in various databases used across the grants Management Team
* Maintain high level of data integrity and accuracy within grants management system and other ancillary systems related to grant management
* Oversee the collection, storage, management, quality, and protection of data
* Provide quarterly updates on contributions in and grants out to all staff Develop knowledge of industry solutions and other community foundation practices that would be beneficial to EBCF
* Develop custom reports for staff as needed to derive insights from data to inform trends and business decisions

# Qualifications

* Exceptional attention to detail with ability to link work with the Foundation’s goals and objectives
* Ability to approach each day with curiosity, humor, integrity, humility, compassion and optimism;
* A commitment to learning, accountability, and a healthy team dynamic
* 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

**Salary and Benefits**

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match after 3 months of employment, and generous vacation time.

**How to Apply**

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 & Data Associate.** Applications will be reviewed as they are received.

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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.

We know that candidates may not have all of these qualifications. If your skills and experience are highly relevant and/or transferable to this work, please apply.