

The Carroll and Milton Petrie Foundation
Knowledge and Grants Manager
Position Description
January 2022

The Carroll and Milton Petrie Foundation is a private, independent grantmaking foundation that began active operation in 1998.

The Foundation aims to increase economic opportunity by strengthening college and career pathways for low-income New Yorkers. The Foundation supports innovative programs and practices that:

- Improve readiness for and connection to higher education
- Enable students to thrive and succeed in college
- Increase access to high potential careers upon graduation

To support this important mission, the Foundation seeks a Knowledge and Grants Manager. The individual be part of a three-person Foundation team and report to the Executive Director.

Position Responsibilities

The Knowledge and Grants Manager will play an important role in the operation and growth of the Foundation. Regular responsibilities will include, but not be limited to:

Data Analysis & Knowledge Management

- Contribute to the Foundation's efforts to become a learning organization; gathering insights from grantees, researchers and experts in the field; using those insights to inform future Foundation efforts
- Collaborate with Foundation colleagues to develop, track and report on key performance metrics for grantees
- Monitor grantee reports and share information on grantee accountability with relevant parties, including the Board
- Develop and implement reports that synthesize information relevant to Foundation strategy. These reports may include data from the Foundation's grant database, reports from grantees, and/or the Student Emergency Grant Management System
- Provide support to Foundation colleagues to establish and nurture communities of practice/learning communities

Student Emergency Grants Management System (SEGMS)

- Support the implementation of the Petrie Student Emergency Grant Management system, a proprietary data system used by college staff to receive, track and respond to student grant applications
- Provide continuous onboarding and training to new and existing college staff, and develop materials to support college staff in managing and utilizing the SEGMS
- Regularly monitor SEGMS functionality, including ensuring all systems are regularly syncing and updating as designed; help troubleshoot issues as they arise
- As needed, work with consultants to enhance the functionality of the Student Emergency Grant Management system

Grants Management

- Develop and implement efficient grants management procedures, including but not limited to due diligence, award letters, grant agreements, grant payments, grant reporting, and procedures to ensure availability of funds
- Regularly communicate timelines related to grantmaking and grant reporting to Foundation staff and relevant grantee contacts
- Identify opportunities to streamline the grants process to minimize administrative load (for grantee partners and the Foundation staff)

Grants Database

- Maintain the foundation's grants database (Blackbaud Grantmaking), ensuring that records are up to date, and dashboards and reports are aligned with Foundation goals and processes
- As needed, update Blackbaud infrastructure to meet Foundation requirements
- Create electronic (and where necessary, physical) grant files to meet legal, tax and audit requirements

Communication & External Engagement

- Build strong, mutually respectful relationships with grantee partners and other stakeholders
- Manage communications with organizations that submit unsolicited inquiries
- Assist in the preparation of clear and accessible materials including the board docket, strategy memos, and annual report
- Recommend and participate in ongoing professional development for self and Foundation colleagues

Profile of the Successful Candidate

The successful candidate will be skilled in managing information, creating processes and workflows, using databases in strategic ways, leveraging reports to inform the foundation's ongoing work, and enjoying learning about the range of organizations in the foundation's portfolio using excellent research skills.

More specifically, the Foundation seeks a professional who has:

- Bachelor's degree or the equivalent combination of education and transferrable experience
- 5+ years work experience preferred, including significant experience working with database management and/or grants management
- Experience with Blackbaud Grantmaking preferred but not required
- Commitment to social, economic, and racial justice and background working in these areas
- Proven ability to conceptualize, plan, synthesize and integrate knowledge and learning
- Proven ability to track and manage several projects and processes simultaneously
- Excellent written and verbal communications skills, including experience with and/or excitement about presenting data creatively and compellingly
- Demonstrated ability to create data visualizations and data dashboards for stakeholders
- The ability to easily interact with a wide range of people and styles with a customer service approach and philosophy
- Must be able to work autonomously and pro-actively with high-level direction when needed and be able to work collaboratively with a variety of stakeholders

- Evidence of dependability, trustworthiness, and effective work habits
- An energetic, nimble nature, and a sense of humor

Compensation:

Salary will be commensurate with experience. The range for this position is \$75,000 to \$115,000. Full-time employees receive paid vacation and sick leave, contributions toward medical insurance and retirement, and other standard benefits.

Work Location:

The Foundation is located in Brooklyn, New York. The Foundation currently maintains a flexible work location policy. Through June 2022, the Knowledge and Grants Manager will have the option to work three days per week remotely after a two week onboarding period. As the COVID-19 pandemic evolves, the Foundation will adjust in-person days as required.

Equal Opportunity:

The Carroll and Milton Petrie Foundation is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage people of color, of diverse sexual orientation, gender identity, gender expression, age, national origin, religion and physical ability to apply.

To Apply:

Please apply online by submitting a one- or two-page resume/CV and a cover letter including two writing samples provided as links or appendices. Submit materials as attachments to jobs@petrie.org. Please indicate "Knowledge and Grants Manager" in the subject line. Applications will be reviewed and considered as received.

The Foundation requires that all full-time employees be fully vaccinated against COVID-19 (including a booster shot when eligible) as a condition of employment and provide proof of such vaccination prior to commencement of employment.