

Job Description

Position Title: Grants Manager

The Brinson Foundation

The Brinson Foundation is a private family foundation, which has been supporting the areas of education and scientific research for over 25 years. The Foundation prioritizes supporting motivated people to reach their full potential and believes in the values of liberty, integrity, truth, and honesty.

The Foundation awards over \$10 million in grants to a portfolio of over 120 nonprofits annually, with the average length of grant being over 14 years. The Foundation is governed by a family board of five, is managed by a staff of four, and is located in Chicago on the Magnificent Mile. More information is available on the Foundation's website and in its annual report at brinsonfoundation.org.

Role of Grants Manager

The Brinson Foundation is seeking to hire a highly qualified candidate with excellent communication, analytic, and administrative skills to fill a full-time Grants Manager position. Prior engagement with foundations, databases, or other relevant nonprofit experience is preferred, but not required. Experience with the GivingData grants management system or a similar application is a plus.

The candidate must have the ability to interact with a variety of external and internal audiences, including Foundation and family office staff, board members, and university and other nonprofit representatives. The Foundation's small office environment requires the candidate to be a team player who can build strong working relationships and assist with a variety of assignments at all levels. The candidate must be self-motivated, attentive to details, and consistently exhibit good judgment and integrity.

The Grants Manager position is often the first point of contact for grantees and the public, providing information on the Foundation's guidelines and grant proposal and administration processes. This position is responsible for knowing, managing, and documenting the evolving grantmaking details for all of the Foundation's grantees; developing appropriate communication materials for current grantees including distinguished scientists; coordinating grantseeker inquiries; monitoring grantmaking deadlines; and tracking grant applications, payments, and reports. Other responsibilities include liaising with the board and providing administrative oversight of the Foundation's daily activities.

The Foundation is particularly interested in candidates who are motivated by ongoing professional development and a long-term career opportunity at the Foundation.

Responsibilities

On an annual basis, the Grants Manager will work with the President to develop specific goals that are consistent with those of the Foundation. In addition to addressing these goals and handling other special projects as may be assigned from time to time by other staff, the Grants Manager will have the following specific responsibilities.

- Create and maintain official grantee files and other important files that satisfy legal, auditing, and Foundation requirements.
- Be a superuser of the grants management system to track, record, and ensure the accuracy of grant inquiries, declinations, applications, approvals, agreements, payments, and balances.
- Keep detailed records of scientific research fellowship grants and facilitate grantmaking processes according to timelines specific to the Foundation's Fellowship Programs.
- Prepare reports for staff colleagues and for board members regarding the level and nature of past and anticipated future grantmaking activities.
- Coordinate communications and meetings with internal staff, grantseekers, and grantees.
- Manage logistics for biennial scientific research fellowship training workshops (e.g., communications, RSVPs, catering, stipends, and reimbursements).
- Assist with preparation of board meeting materials and arrange for catering, attend semi-annual board meetings and occasional dinner meetings, and prepare minutes.
- Assist with the preparation and review of annual report and website content.
- Act as primary liaison with the family office staff, and as IT liaison for Foundation staff.
- Perform various administrative tasks, including answering door; handling telephone and email inquiries; drafting routine correspondence; maintaining Foundation calendar, contacts, and mailing lists; assisting with special events; preparing expense reports; managing petty cash; and ordering and tracking office supplies.

Competencies and Skills

The Grants Manager should demonstrate the following specific competencies and skills:

- advanced computer and office skills;
- proven analytical abilities for grants management system utilization;
- familiarity with IT/small network administration (beneficial, but not required);
- strong organizational skills with the ability to multi-task;
- drive to think creatively and offer suggestions to improve administrative processes;
- excellent verbal and written communication skills, unassisted by AI; ability to professionally communicate with highly distinguished scientists and nonprofit leaders;
- ability to work both autonomously and under supervision, as necessary;
- exceptional attention to detail and deadlines;
- dedicated proofreader;
- and demonstrated ability to work well in a small-team context.

Work Schedule

- Full-time, 40 hours/week
- In-office at 737 N. Michigan Avenue in Chicago (remote work is not offered)
- Infrequent domestic travel (1-2 conferences per year) and evening work may be required for occasional Foundation events
- Position starts immediately

Compensation and Benefits

- Salary range: \$100,000 - \$120,000 per year
- Bonus compensation is discretionary and performance-based
- Comprehensive benefits package includes health and life insurance; vision and dental insurance; 401(k) retirement plan; and generous paid time off

To Apply

Qualified candidates will be reviewed on a rolling basis. Please submit a cover letter and resume by July 24th to:

Christy Uchida
President
The Brinson Foundation
737 North Michigan Avenue, Suite 1850
Chicago, IL 60611
christy.uchida@brinsonfoundation.org

The Brinson Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.