

Job Title	Grants Manager
Employer/ Agency	Arnold Ventures
Job Description	<p><u>Position Overview</u></p> <p>Arnold Ventures' Grants team is dedicated to supporting Arnold Ventures' grantees, Programmatic teams, and other internal stakeholders throughout the full grantmaking life cycle. The Grants team, in partnership with the Legal and Finance teams, is undertaking a strategic refresh of Arnold Ventures' grantmaking practices, and this new position will join the Grants team in order to support the growth and evolution of Arnold Ventures' grantmaking activity.</p> <p>The Grants Manager will be responsible for actively supporting our Programmatic teams with a variety of knowledge and project management responsibilities throughout the full grantmaking life cycle and will also support process- and data-related projects as the Grants team continues to identify efficiencies for Arnold Venture's grantmaking activity. The Grants Manager will report to the Vice President of Grants.</p> <p><u>Core Responsibilities</u></p> <ul style="list-style-type: none"> • Manage internal and external relationships, information, data, and deadlines for potential and existing grant and contract activities and serve as a centralized point of contact for staff and grantees for a wide variety of grant types, including but not limited to complex research projects • Oversee collection and review of grant reports, including narrative and financial updates, to ensure grantee compliance with Arnold Ventures' reporting requirements, policies, and applicable contractual/legal requirements • Identify and execute amendments necessary to support the work of Arnold Ventures' grantees in accordance with Arnold Ventures' Amendment Policy, which often includes a detailed review of proposed budget reallocations • Facilitate the timely submission of payments to Arnold Ventures' Accounting team for processing • Support Legal, Finance, programmatic, and other departments as needed in conducting pre-award due diligence, which includes ensuring adoption of increased process tracking using Arnold Ventures' Grants System, and over time may include reviewing proposals and budgets to ensure compliance with Arnold Ventures' policies and relevant IRS regulations, attending Board meetings, and preparing draft agreements • Support the adoption and usage of Arnold Ventures' Grants System by internal staff, which will include the development of trainings, data integrity reporting, and dashboards • Address grantee questions about Arnold Ventures' Grants System and grant processes, and troubleshoot issues or support with user guide/reference materials as needed • Participate in field discussions and conferences, and support with the development and delivery of grantmaking best practice and grants compliance trainings for staff • Collaborate with Legal, Finance, programmatic, and other departments as needed to continually support and improve Arnold Venture's grantmaking processes

Qualifications	<u>Required Qualifications</u> <ul style="list-style-type: none"> • Bachelor's degree • Minimum 5 years of relevant experience in positions in the nonprofit or philanthropic sector, or in a similar support role involving contract and/or project management • Exceptional project manager with extraordinary organization skills • Excellent oral and written communication skills • Familiarity using Salesforce or another grants management platform • Strong command of modern technology (MS Office, Google Workspace, Zoom, etc.)
Address	1717 West Loop South
City, State, Zip	Houston, Texas 77027
Contact Person	Rosalind Rolls
Email Address	rrolls@arnoldventures.org
Application Method	https://recruiting.paylocity.com/recruiting/jobs/Apply/1501686/Arnold-Ventures-LLC/Grants-Manager
Opening Date	Immediately

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