Title: Grants Administration Associate
Employment Status: Exempt, Full-time
Location: Remote with a preference for the Washington DC area

Summary of Position:

The Grants Administration Associate is responsible for ensuring that all outgoing grants are made in compliance with all legal and IRS regulations and that all incoming grant funds are recorded correctly. The Grants Administration Associate will work primarily with operations, strategic partnerships, and grants departments, while occasionally working with other departments.

Position Responsibilities:

- Conduct research on outgoing grant requests by verifying the public charity status of organizations and ensuring that all grant purposes are in compliance with Equity Fund policies and procedures and IRS guidelines.
- Review grant agreements for incoming grants, accurately coding Equity Fund systems so that all funder requirements are met.
- Maintain a high level of knowledge of Equity Fund due diligence policies, practices, and procedures and use critical thinking to identify any additional research that may be required.
- Provide coaching and training to staff throughout the organization to help them better understand the Equity Fund’s compliance and due diligence requirements and why these requirements are in place.
- Communicate with Program Officers and public charities via phone and email on a daily basis.
- Maintain accurate, detailed, and organized documentation of grants research.
- Consider and understand the impact of grant processes and activities on the grantee/funder experience.
- Maintain an awareness of processing volumes and prioritize work accordingly; proactively seek ways to improve workflow.
- Achieve and maintain a high level of efficiency with functional skills, desktop applications, and appropriate equipment and applications.
- Maintain effective work relationships by handling peer and management interactions in a positive and cooperative manner.
- Serve as Grants department representative in cross-departmental initiatives.
- Serve as a back-up for primary responsibilities managed by other team members.
- Other duties as assigned.

Education:

- Any equivalent combination of training, education, and experience demonstrating the ability
Experience and Skills:

- Combined 2-3 years of professional experience working at an organization that receives incoming funds and makes grants to non-profit organizations (some experience working in compliance at a funding organization preferred)
- 1-2 years’ experience working within the Salesforce.com ecosystem

Technical Competencies:

- Deep knowledge of IRS rules in relation to 501(c)(3) grantmaking, ability to coach others on how to apply these rules.
- Some knowledge of making grants to and from 501(c)(4) organizations is a plus.

Compensation & Benefits

Salary for the role is from $70,000 - $82,000 commensurate with experience. Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401K retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401K contributions. Employees are also eligible for pre-tax transportation benefits. Employers will receive 160 hours of paid vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

Hiring Statement

Climate and Clean Energy Equity Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.
How To Apply

To apply, please send your resume and cover letter to HRjobs@marcumllp.com with the position title in the subject line. Applications will be reviewed on a rolling basis.