

## **Job Posting**

### **ABOUT THE FOUNDATION**

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community.

The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

**JOB TITLE:** Grants Operations Manager

**JOB SUMMARY:** The Grants Operations Manager oversees the grants management functions including compliance and due-diligence, financial management, record-keeping, communications with grantees, and process, change and systems management. This involves processing, tracking, and reporting on grants from approval through closure. The Grants Operations Manager reports to the Senior Program Officer and must work closely with staff in several departments. The Grants Operations Manager will co-supervise two staff members, Program & Grants Management Assistant and Grants Management & Administrative Assistant.

### **RESPONSIBILITIES:**

#### **Grants Management & Oversight**

- Provide oversight of day-to-day grants management operations, systems (e.g. Fluxx), and activities, including closing and archiving of grants.
- Serve as primary contact for grantees and grantee organizations on financial aspects of the grant, including grant agreements, and review of financial and narrative reports.
- In collaboration with the Program Staff, review grant applications, budgets and requests for no-cost extensions and budget reallocations and develop and maintain RSF’s grant reporting and extension templates.

#### **Compliance & Due-Diligence**

- In collaboration with the Program Staff, develop and maintain grant agreements, standard operating procedures, budget guidelines, and conflict of interest policy for external reviewers.

- Ensure all grants meet due diligence requirements.
- Review documents related to collaborations with other foundations and ensure RSF's compliance.

#### Technology & Systems Management

- Serve as the lead system administrator of the Fluxx grants management system, including payment and reporting workflows, email and document templates and staff training.
- Work with other staff to maintain and update the Fluxx system and manage the Grant Book consulting team that provides technical support and assistance.
- Manage the integrations between Fluxx, Microsoft Outlook and DocuSign, and import/export of payments and vendors to the Microsoft GP Accounting System.
- Assess the need for new grantmaking technologies and keep current on best practices in grant making guidelines, regulations, principles, and standards.
- In collaboration with the Senior Staff, develop systems for data collection, data retention, management, analysis, and sharing.

#### Financial Management

- Maintain and monitor Board approved grants and appropriations.
- Schedule and track grant payments and provide monthly payment forecasts to the Chief Financial Officer and finance department staff.
- Report grants-related financial data to the President, the Chief Financial Officer and the board.
- Develop grants management department budget.
- Support the financial statement audit by providing grant related information and disclosures.

#### **QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree required, Master's degree preferred.
- Four to six years of grants management experience.
- Strong knowledge of computer software systems, including experience using Fluxx.
- Strong interpersonal and communication skills to work with many staff, grantees, and other stakeholders.
- Ability to problem solve and develop and apply creative solutions.
- Strong organizational and analytical skills and the ability to manage multiple tasks and deadlines.
- Demonstrated interest in the mission and goals of RSF.

#### **HOW TO APPLY:**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and an exceptional benefits package. Salary commensurate with experience. **No phone calls please.** Only qualified candidates will be contacted for an interview.