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 Assistant

JOB SUMMARY: Assist the Grants Operations Manager with grants management responsibilities.

RESPONSIBILITIES:
- Provide help-desk support/guidance on how to use the Fluxx grants management system to applicants, grantees, staff, and reviewers. Assist in preparation of Fluxx documentation and training materials.
- Assist Grant Operations Manager in maintenance and improvement of Fluxx system, including participation in trainings, user groups, and regular meetings with external technical support team.
- Ensure data integrity in the Fluxx system, including processing new user registrations, entering and maintaining user and organization data, identifying and resolving duplicates and gaps in the data.
- Assist with recordkeeping and knowledge management.
- Assist Grants Operations Manager with all aspects of grant processing, including due diligence, grant agreements and payments/refunds.
- Coordinate the post-award monitoring of grants, serving as the first point of review for grant reports and amendments. Assist in the preparation and maintenance of grantee post-award resources and FAQs for RSF website.
- Monitor the grantsmgmt@rsage.org mailbox daily and respond quickly to grants management questions from applicants and grantees. Monitor Fluxx system emails.
- Provide research support to Foundation staff by creating custom reports in Fluxx, analyzing grants and application data, and assisting in preparation of summary tables for inclusion in the docket.
- Assist the Grants Operations Manager on other projects as needed.
REQUIREMENTS:
- Bachelor’s degree required. Previous work experience in a data management or grant-related position with a non-profit organization or at a college or university, preferred.
- Experience with databases and/or grants management software preferred, experience with Fluxx a plus.
- Must be a quick learner undaunted by new systems and with an interest in technological solutions.
- Computer literacy a must; proficiency in Excel required.
- Must be highly organized with enthusiasm for administrative detail. Writing and editing skills are essential.
- Must be capable of taking initiative, handling independent projects, prioritizing work, and flexible enough to assist with immediate tasks.
- Ability to work in a collaborative environment and very good communication skills with all levels of internal staff and the public required.

COMPENSATION AND CULTURE:
FLSA non-exempt position with a salary range from $53,000 to $63,000 and commensurate with experience.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package which includes:
- Full medical, dental and vision insurance for all eligible employees and their spouses, domestic partners, and eligible dependents.
- 20 PTO days during first 12 months, 26 PTO days each year thereafter.
- 13 paid holidays which includes Christmas Eve through New Year's Day.
- Education reimbursement up to $4,000/year for approved expenses.
- 403(b) employer funds 12% contribution to retirement plan, vested after 2 years.
- Employer paid life insurance and short-term disability insurance.

Current RSF COVID-19 Policy: Staff are expected to work in the office for a minimum of three days per week (60%). RSF requires proof of full vaccination plus booster. Masks are required in all public areas of the building regardless of vaccination status. This policy is in effect at least through June 30, 2022, unless city or state guidance changes.

HOW TO APPLY
Please submit a cover letter and resume to jobs@rsage.org. The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package. Salary commensurate with experience. No phone calls please. Only qualified candidates will be contacted for an interview.

The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. The foundation prohibits discrimination against
employees and applicants for employment, because of the individual’s race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.