



GRANTS AND PROGRAM ASSOCIATE

Location

San Francisco Bay Area, CA (currently remote, subject to change)

Reports to

Director of Knowledge and Grants

Organization Background

Kataly Foundation, a new family foundation based in the San Francisco Bay Area, is committed to supporting restorative economics, environmental justice, and mindfulness and racial justice. Founded in 2018 with the intention of spending out a \$445 million endowment over a ten-year time horizon, this growing organization intends not only to support movements around these issues, but also to serve as a progressive leader in philanthropy.

Kataly's mission is to support and provide resources to communities and social movements that are exploring new solutions to persistent, systemic problems. Kataly does this while embracing its role and responsibility in changing systems that led to wealth extraction from these communities in the first place. We move resources to support the economic, political, and cultural power of Black and Indigenous communities, and all communities of color. By transforming its own relationship to capital, the planet, and each other, the Kataly Foundation will redistribute and redefine wealth in a way that leads to transformation, abundance, and regeneration.

One important distinction of the Kataly Foundation is that its approach is meant to be inclusive of the activist communities it seeks to fund. Pursuing a "bottom-up" philosophy, the Foundation actively engages leaders in the fields it supports to help make grantmaking decisions. Kataly aims to center solutions where the problems are. In addition, the Foundation is committed to solidarity philanthropy practices: general operating support, creative use of capital, and a commitment to capacity building and network weaving.

Position Responsibilities

The Grants and Program Associate will be a thoughtful and engaged contributor to Kataly's growing team, reporting to the Director of Knowledge and Grants (DKG). The successful candidate will have experience with grants management processes, grant administration, database management, grantee communications, and a commitment to ensuring the highest quality experience for the Foundation's

grantees. Overall, this position will facilitate cohesion across grant processes and practices at Kataly by working in close partnership with the Foundation's program teams and the DKG. Additionally, this position will provide administrative support to the Environmental Justice Resourcing Collective (EJRC) and Mindfulness and Healing Justice (MHJ) program areas.

Summary of the essential responsibilities of the Grants and Program Associate:

Grants Administration

- Maintain strong, mutually respectful relationships with grantee partners through every point of contact during the grant application and grant maintenance processes.
- Facilitate adoption and adherence to the Foundation's grantmaking processes and procedures across program teams.
- Serve as administrative lead on data integrity, grant recordkeeping, and diligence practices.
- In coordination with the DKG, process grant awards and provide support to grantees and staff in troubleshooting a broad range of grant-related issues.
- Identify opportunities to streamline the grants process to minimize administrative load for grantee partners and Foundation staff.
- Support staff throughout the Foundation in processing and accurately recording grant recommendations, check-in details, and payment schedules.
- Work with the DKG to document and streamline grantmaking processes, recommend improvements, and maintain grantmaking training and guidance materials.
- Facilitate the grantmaking workflow, keeping the program team apprised of scheduled deadlines and process changes.
- Assist in the development and maintenance of the Foundation's knowledge management solution.
- In coordination with senior staff, participate in efforts to improve and iterate upon Kataly's grants management system and grantmaking processes.
- Serve as the point of contact for as-needed grant data requests and projects, including producing reports on the Foundation's grantmaking and producing data visualizations.

Program Support

- Schedule, coordinate, and provide logistical and operational support for MHJ and EJRC meetings, conferences, and grantee convenings.
- As requested, assist in preparing, editing, and proofing documents and developing handouts, charts, and other materials for MHJ and EJRC program presentations.
- Participate in MHJ and EJRC program team meetings; as needed, take notes, keep records, and track and implement action items.
- Support program teams with research on grantees, the environmental justice sector, and aligned funders.
- Provide data analysis on the impact and reach of the program portfolios.

Profile of the Successful Candidate

The Kataly Foundation is deeply committed to justice, equity, diversity, and inclusion. We seek to have a diverse and inclusive workforce to promote effective work in partnership with all communities and population groups. The Foundation seeks a professional with a commitment to the power of philanthropy, social justice, and the common good; a passion for Kataly's program areas and organizational values; a collegial work style; a sense of humor; and the dedication to work hard toward fulfilling the Foundation's mission of truly empowering communities and moving the needle on critical issues facing our nation.

Within this framework, Kataly Foundation seeks a Grants and Program Associate with the following attributes:

- Significant experience working with information systems and database management software.
- 3+ years of operational experience in a nonprofit, philanthropic, or social impact organization.
- Theoretical and practical knowledge of grantmaking processes, workflows, and terminology.
- Experience designing and mapping processes and facilitating learning across a broad range of stakeholders.
- Capacity to train other team members as needed.
- Excellent written, verbal, and interpersonal communication skills
- The ability to manage confidential or sensitive information with discretion.
- The ability to easily interact with a wide range of people and styles with a customer service approach.
- Strong internal and external service orientation background.
- Highly organized with an attention to detail and a commitment to rigor and excellent work product.
- Strong time management skills and the ability to manage multiple projects simultaneously.
- Strong work ethic and the highest level of personal and professional integrity.

Additionally, the successful candidate will likely have:

- Experience working with Salesforce or an applicable database solution.
- Familiarity and interest in philanthropic best practices and trust-based grantmaking.
- Project management experience and/or certification are a plus.
- Solid operational and implementation experience.
- Exposure, experience, or personal commitment to supporting racial and economic justice-oriented grantmaking.

Start Timeframe

We seek to have someone in place by mid-Fall 2021

Classification, Compensation, and Benefits

This is a full-time (40 hours/week) non-exempt position. Compensation commensurate with qualifications, experience, education, skills, etc. Hourly range: \$40.87/hour to \$50.48/hour (\$85,000 to \$105,000, annualized).

Kataly offers a comprehensive benefits package that includes group health, dental, and vision coverage, long-term disability, life insurance, 401k with employer contribution regardless of an employee's salary deferrals, and a supplemental health insurance plan with additional coverage. We also offer a generous PTO program, paid sick time, ten holidays plus office closure during the last week of the calendar year, paid days off to vote/be a poll worker, and more.

To Apply

Please apply online using the following link: [Grants and Program Associate - Job Application](#). In addition to providing basic contact and work authorization information, applicants should submit a resume along with a cover letter addressed to Ray Holgado, Director of Knowledge and Grants, expressing why you think you would make a good fit for this position. **Combine your cover letter and resume into one PDF file in the format "YOUR NAME – Grants and Program Associate Application."**

Early applicants may receive priority consideration.

Learn more about the Foundation at www.kataly.org

This position is not eligible for employer visa sponsorship. All applicants must be currently authorized to work in the United States for any employer without the need for employer visa sponsorship now or in the future.