

Grants Analyst

Arnold Ventures (AV) is a philanthropy that supports research to understand the root causes of America's most persistent and pressing problems, as well as evidence-based solutions to address them. By focusing on systemic change, AV is working to improve the lives of American families, strengthen their communities, and promote their economic opportunity. Since Laura and John Arnold launched their foundation in 2008, the philanthropy has expanded, and AV's focus areas include education, criminal justice, health, infrastructure, and public finance, advocating for bipartisan policy reforms that will lead to lasting, scalable change. The Arnolds became signatories of the Giving Pledge in 2010.

Position Overview

AV's Grants team is dedicated to supporting its grantees, programmatic teams, and other internal stakeholders throughout the full grantmaking life cycle. The Grants Analyst will be responsible for critical data entry and data integrity efforts for grants management system (Salesforce), will facilitate the signature process for charitable grants and contracts (DocuSign), will support the team of Grants Managers with grant administration needs, and will help address Salesforce-related inquiries from internal and external users. The Grants Analyst will also support process, systems, and data-related projects as the Grants team continues to identify efficiencies for grantmaking activity. The Grants Analyst should expect to commit approximately 60% of time to regular ongoing data-related activities and approximately 40% of time to ad-hoc projects and requests. This position is located in AV's Houston office and reports to a Grants Manager.

Core Responsibilities

- Oversee the regular input, tracking, auditing, and analysis of data regarding potential and existing grants and contracts by utilizing Salesforce, DocuSign, and other internal tracking tools
- Collaborate with Legal, Finance, programmatic, and other departments to ensure the audit-readiness of Salesforce records
- Facilitate execution of charitable grant and consulting agreements and amendments by providing the necessary information to authorized signatories
- Communicate with external partners to collect necessary information throughout the grantmaking lifecycle and triage grantee questions about AV Portal and grant processes, including responding with customized user support/instructions/reference materials
- Support the adoption and usage of Salesforce by internal staff, which will include the development of data integrity reports, dashboards, and training materials
- Support the Grants team's internal project management systems and other centralized team responsibilities, including but not limited to ensuring updates are made and saved to standard operating procedure documents and developing agendas and taking notes for team meetings
- Oversee a small portfolio of grants and provide coverage support for Grants Managers as needed, which may include but will not be limited to reviewing grant reports and making payment recommendations
- Assist with ad hoc project management and implementation requests as they arise

Required Qualifications

- Bachelor's degree
- 3 years of relevant experience in positions in the nonprofit or philanthropic sector, or in a similar support role involving contract processing and/or data entry and quality oversight
- Exceptional project manager with extraordinary organization skills and attention to detail
- Excellent oral and written communication skills
- Familiarity using Salesforce and DocuSign, or other similar platforms

- Strong command of modern technology (MS Office, Slack, Zoom, etc.)

The salary range for this position will be \$72,000-\$82,000.

Benefits Overview

AV is committed to providing a robust and comprehensive benefits package to eligible employees. Our current benefits package includes 100% paid employee premiums for medical, dental, vision, basic life, and short- and long-term disability insurance; 20 days of paid time off, 16 paid holidays (including a winter break from December 24 to January 1), a hybrid policy that includes four days in office and one flexible day for remote work, and a summer schedule with alternating Fridays off beginning on Memorial Day and ending on Labor Day; paid parental leave; a 401k retirement savings plan with an employer match, profit-share contribution, and immediate vesting; pre-tax transit benefits; a professional development stipend; a charitable giving stipend; and an employee assistance program. In addition, a relocation bonus is available for candidates who will move to one of AV's three office locations for a position.

Our Culture and Core Values

Our culture seeks to inspire and empower our people to innovate and develop bold ideas that will help AV achieve lasting impact. Our culture, and the core values that support it, should create an environment that spurs our team to think outside the box, feel comfortable pushing the boundaries of what is possible, and signal confidence in our team's ability to make change happen through our philanthropic efforts. Although not an exhaustive list, below you'll find examples of AV's work culture.

- We are adaptable and comfortable with ambiguity
- We are intellectually curious, open-minded, objective, humble, collegial, and receptive to feedback
- We are action-oriented with strong self-direction and self-motivation skills with the ability to work simultaneously on multiple projects
- We are able to interact confidently and collaboratively with team members and navigate relationships with external experts, government leaders, advocates, and individuals

AV's values reflect who we are as an organization, help us accelerate our strategic goals, strengthen our resolve, anchor us to our mission, and guide our decision-making. The successful candidate will also demonstrate the following core values that inspire the AV team to make a difference.

- Respect for Ourselves & Others
- Audacious Action
- Collaborative Engagement
- Depth of Thought
- Clear Communication

AV is an equal opportunity employer, committed to an inclusive workplace. We are seeking applicants from a variety of backgrounds and with a variety of experiences and perspectives. Candidates who have been impacted by the systems we are seeking to change are strongly encouraged to apply. All qualified applicants will be considered for employment without regard to race, color, religion, national origin, age, sex, gender identity or expression, marital status, sexual orientation, disability, military/veteran status, or any other characteristic protected by applicable law.

To apply

Click [here](#) to submit your application.