



Position Profile: Grants Manager

Hirsch Philanthropy Partners LLC

Location: San Francisco, California

About Hirsch Philanthropy Partners

Hirsch Philanthropy Partners believes in actively creating a more equitable and uplifting world through meaningful, high-impact collaboration.

As a pioneer in the field of philanthropic advising, Hirsch Philanthropy Partners has more than two decades of experience helping individuals, families, and foundations create and implement visionary giving strategies. Our team directs over \$115M annually to the organizations, community leaders, and public sector agencies boldly solving our most pressing social issues. Our deep Bay Area and national roots and relationships catalyze potent connections and ignite change.

Our ability to bring people together to solve problems, belief in the possibility of innovative methods and surprising ideas, and courage to make the world better in spite of great disparities serve as the foundation for our work. We ask the right questions, design original solutions, and take big ideas to the next level.

While our world is complex and our challenges greater than ever, Hirsch's vision, optimism, and experience forge an ambitious path in response to growing and shifting demands. We know what's possible because we've created impact for more than 20 years. Our team believes in the power of creating deep, systemic change for future generations. We believe that our work can transform the world.

Our talented staff have served as leaders of national nonprofits and congressional offices, management consultants, advertising executives, foundation staff, teachers, and advocates. We are specialists in a wide range of issues including education, democracy, health, racial and economic justice, environmental protection, the arts, community development and more.

For more information about our firm, please visit our website: www.hirschphilanthropy.com

Position Description

The Grants Manager is a critical position for our growing business and team. The Grants Manager is responsible for proactively overseeing grants management operations and integrating its work with all client teams. This includes management of the day-to-day grants operations, systems, data, and workflow. The Grants Manager will lead the Grants team in delivering high-quality of grants administration, as well as ensure the Grants Management System (GMS) provides accurate and useful information that is essential to our work with our clients. This includes developing, recommending, and implementing compliant and efficient



policies and processes related to the grants lifecycle. Management level decision-making is required for related policies, practices, and strategic direction.

Responsibilities

- Develop, communicate, and implement effective grants management strategies for clients with different requirements including continuous process improvement, best practices, systems, and policies, such as due diligence and document retention
- Lead the Grants team to ensure effective and efficient grants administration across client teams. Promote a team culture that inspires confidence, trust, candor, and transparency to encourage collaboration
- Oversee the Salesforce GMS, including design and evaluation of systems and processes for the collection, storage, and reporting of data and information on the grants lifecycle. Monitor operations, assess performance, as well as design and provide training on grantmaking processes. The Grants Manager will also help determine the qualitative and quantitative measures critical for tracking and understanding organization efficiency and impact
- Develop training materials for staff and demo materials for prospective clients
- Support grants administration as needed

Skills/Capabilities

- Strong systems and Salesforce experience, with a proven track record of improving and enhancing existing grants management technologies, and identifying new solutions
- In depth understanding of current IRS regulations related to grantmaking from private foundations, public charities and donor advised funds
- Adept at producing high-quality reports of data and other related grant information, and to maintaining integrity of data within a database. High level of attention to detail and accuracy is essential
- Strong writing skills to create helpful and clear process materials for internal and external audiences
- Excellent relationship management; strong active listening skills and customer service orientation to accurately capture needs of other teams and plan follow up for implementation
- An approach to problem-solving and creating processes that demonstrates a collaborative mindset to seeking positive resolution



- Exceptional project management skills; demonstrated ability to take ownership of complex projects from conception to fruition, with continuous follow up to ensure project completion within specified time parameters
- Successful in identifying professional development opportunities, motivating staff, and empowering teams
- Strong desire to learn and develop professionally

Education & Experience

- Bachelor's degree
- Minimum of 5-7 years with demonstrated experience in grants management
- Minimum of 2-3 years of supervising 1-3 employees with experience in training colleagues and external partners
- Ideal candidate would have experience working in a foundation, non-profit or consulting firm, such as law, accounting, or general business consulting
- Excellent interpersonal skills navigating relationships internally and externally
- Strong communication skills, both verbal and written
- Proficiency with full Microsoft suite, expertise in Excel preferred
- Proficiency in managing databases, Salesforce experience preferred

Compensation and Benefits

Compensation includes a competitive base salary, performance-based bonus and an excellent package of health, retirement savings and other benefits.

- Medical, Dental, & Vision Coverage, and Disability & Life Insurance: we offer several options for affordable healthcare coverage. In addition, we also provide life insurance, disability and other coverages.
- Paid Time Off and Holidays: we offer a competitive PTO package and an additional ten paid holidays each year.
- Flexible Work Arrangements: our firm supports a flexible work arrangement and offers eligible employees up to two remote workdays per week.
- 401(k) plan offered to eligible employees following 3 months of employment. Hirsch will match 3% of eligible compensation (immediate vesting), regardless of whether the employee participates in the plan.
- Additional Benefits: we also offer a pre-tax commuter benefit, flexible spending account, and volunteer leave.

*The company reserves the right to modify and change benefits as needed and at their sole discretion.



Application Instructions

To apply for this position or learn more about the role, please contact Lisa Long at llong@clearturn.com.

We promote diversity of thought, culture and background. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.