



Position Profile: Grants Associate

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

Hirsch Philanthropy Partners seeks to hire a Grants Associate to join our growing team.

The Grants Associate plays a key role in our work on behalf of philanthropic clients, providing grants management support across a number of clients and issue areas. The Grants Associate will be responsible for managing the grants process, liaising between Hirsch staff and grantee organizations, and responding pragmatically to unanticipated issues. We are seeking someone who is interested in effective philanthropy, with excellent attention to detail,



and organizational and communication skills. This position presents an exciting opportunity for a candidate with work experience in the private, nonprofit or business sector who is interested in the field of philanthropy and consulting, with the potential for growth and advancement.

Responsibilities

- Administer and manage the grants process including updating grant information in grants management database, generating grantee letters, tracking payment and progress report schedules
- Work closely with the Grants Manager to improve systems, implement new policies, and strategize for future firm needs
- Manage onboarding for staff and new clients, including building client portals and leading client demos
- Manage projects and timelines as an integral member of the Grants Teams
- Support members of the Hirsch client teams for grant and grantee-related questions, including providing database management and systems support
- Develop clear and compelling materials for client and business development purposes, including correspondence, presentations, reports and summaries
- Actively participate as a key member of a collaborative team committed to positive culture, continuous improvement and community impact

Skills/Capabilities

- Relationship builder who is adept at working with diverse partners
- Excellent skills in writing, listening and oral communication
- Ability to manage and prioritize multiple simultaneous projects and deadlines
- Maintains high standard of quality, efficiency and attention to detail
- Critical thinker and quick learner
- Collegial and collaborative team player
- Deep interest in the field of philanthropy

Education & Experience

- Bachelor's degree required
- Experience with CRM databases (Salesforce and grants management databases preferred)
- High proficiency in Microsoft Office Suite, with expertise in Excel preferred
- 3+ years work experience in nonprofit, philanthropy or business

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.