



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Grants Management Assistant

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The Rockefeller Brothers Fund (RBF) strives to be bold, grounded, inclusive, and responsive in our grantmaking to advance the Fund's mission. We deploy the financial assets given to the RBF by the Rockefeller family and others to help our partners in civil society strengthen coalitions, convene people of diverse backgrounds, elevate new and broader perspectives, generate new ideas, and advance systems change. We offer space for convenings and artist residencies at The Pocantico Center to extend our grantmaking impact. We also leverage the Fund and family legacy to access, influence, and collaborate with philanthropic peers, policymakers, and others in service of grantee work.

Our grantmaking is organized into seven programs. Three thematic programs—Democratic Practice, Sustainable Development, and Peacebuilding—address the interrelated challenges of democratic decline, climate change, and violent conflict. The Culpeper Arts & Culture program, created through the 2008 merger with the Charles E. Culpeper Foundation, supports arts organizations and artists in the New York City region that shape understanding of these critical concerns and the human experience. Pivotal Place programs in China, Central America, and the Western Balkans focus on one or more RBF themes in a specific geographic context that we believe has disproportionate significance for the future of the surrounding regions, an ecosystem, or the world.

Position Summary

The Rockefeller Brothers Fund (RBF) seeks a Grants Management Assistant to provide support to the Grants Management and Legal department. This department is responsible for grantmaking systems and compliance management, as well as legal and governance matters. The Grants Management Assistant will provide administrative support, which includes assistance with managing the grants database, training and knowledge, finances, and grant files and records. The incumbent will provide support to the other Grantmaking programs as needed.

This role reports to the Grants Manager, Systems and Data Analysis .

The starting salary for this role is \$55,000.

Key Responsibilities

Database Management

- Maintain and update the electronic systems that support the Fund's grantmaking efforts, including GivingData.
- Maintain and ensure integrity of data, records, grant files, and program-related files across the Fund.
- Review and confirm accuracy of all grant-related information.
- Develop and prepare various reports as requested (e.g., grant status reports, program activity reports, budget allocations, board book requirements, etc.).

- Support partnerships with external vendors and assist in monitoring budget allocations.
- Collaborate with peer organizations to analyze best practices.
- Support RBF staff and external partners with relevant grants management and legal inquiries.

Training and Knowledge Management

- Assist with the development and implementation of training for staff on the grantmaking process, policies, and requirements at the Fund; conduct grantmaking orientation for new staff.
- Serve as a resource to staff, particularly program assistants and associates, for the grantmaking process and practices at the Fund.
- Work with staff to ensure that GivingData is configured as needed to best support our grantmaking.
- Troubleshoot issues in coordination with other staff and the GivingData team.

Financial Management

- Support the Grants Manager, Compliance and Grants Administration with grants payments.
- Support the preparation of payment requests following review and countersignature from grantees and consultants, updating records in GivingData, and helping to coordinate weekly payment process with the accounting team.

Support for the Other RBF Grantmaking Programs

- Support other RBF grantmaking programs when there are gaps in support due to staff changes, prolonged absences, and/or temporary workload issues.
- Participate in institutional initiatives, including serving on special projects or task forces and supporting Programs+ and institution-wide goals.

Administrative Support to Grants Management and Legal Team

- Assist the Grants Manager for Compliance and Grants Administration when necessary.
- Schedule meetings and travel; process expense reports for the Grants Management and Legal team.
- Monitor the Grants Management email inbox and reply to unsolicited emails.
- Field telephone inquiries about the RBF's grantmaking and grant application process.
- Maintain and archive electronic grant files and support the final transition of paper records to electronic files.
- All other duties and responsibilities as assigned by the manager.

Skills and Abilities

- Excellent written, verbal, analytical, and organizational skills.
- Excellent interpersonal skills.
- Ability to work independently on multiple projects and priorities.
- Ability to work across diverse program areas and functional groups.
- Willingness and desire to take initiative.
- Collegial, flexible, and collaborative workstyle.
- Ability and enthusiasm for developing and maintaining broad knowledge of the RBF's programs, practices, policies, and procedures, including GivingData.
- Strong knowledge of and ability to use computer technology to efficiently accomplish work using e-mail, the Internet, database management software, and Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook.
- Willingness to seek and implement feedback from managers, peers, and other partners.
- Ability to travel as requested.

Education, Experience, and Knowledge

- BA/BS or equivalent degree.
- Two years of related work experience.
- Demonstrable interest in the philanthropic mission of the Fund.
- Knowledge and understanding of philanthropy and best practices in the sector.
- Computer skills/database experience required.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and points of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness opportunity in all work relationships.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, the RBF has adopted a hybrid-remote model. This role will work at the RBF's New York City office (475 Riverside Drive) office and there will be opportunities to work from home.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to jobs@rbf.org and include *Grants Management Assistant* in the subject line of your email. No telephone or fax inquiries, please. The application deadline is **March 3, 2023**.

For additional information, please visit our website at www.rbf.org.