



# Rockefeller Brothers Fund

Philanthropy for an Interdependent World

## Employment Announcement: Grants Management Assistant

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### 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 RBF's 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.

The 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.

### Position Summary

The Rockefeller Brothers Fund seeks a Grants Management Assistant to provide administrative support in the Grants Management and Legal team. Reporting to the Grants Manager, Compliance and Grants Administration, the incumbent will be responsible for administrative tasks to advance compliance and budgeting, financial management, database, and grant files and records. The incumbent will assist with all aspects of grant administration, including reviewing and proofreading grant agreements and other materials and preparing requests for payment of grants and non-grant appropriations. This role will also provide administrative and logistical support to the Grants Management and Legal team.

### Key Responsibilities

#### ***Grants Management Compliance and Budgeting***

- Assist in the review of proposed grant and appropriation recommendations, including the final proofreading of recommendations, ensuring accuracy and completeness of grant agreements and other related documentation.
- Run Bridger Insight compliance reports for new and subsequent grant payments.
- Support the review of grant reporting for compliance and follow up with Corporate Secretary, staff, and grantees on any outstanding issues presented.
- Assist in monitoring expenditure responsibility and pass-through requirements.

#### ***Financial Management***

- Assist with coordinating with the Accounting team on payment matters.
- Assist with tracking and monitoring payments.

- Support the preparation of payment requests following review and countersignature from grantees and consultants, update records in the grants management database, and help coordinate the weekly payment process with the Accounting team.
- Assist with reconciling grant, conference, and other program budget expenditures.

### ***Database***

- Review and confirm the accuracy of all grant-related information.
- Work with the Grants Management and Legal team and other staff to optimize database use and maintain the coding structure.
- Run reports in the database as needed.

### ***Grants Files and Records***

- Assist with maintaining and archiving electronic grant files, liaising with the Rockefeller Archive Center as needed.
- Assist with the grants close-out process.
- Assist with reconciliations of Pocantico conferences.

### ***Support to Grants Management and Legal Team***

- Assist/backstop the Grants Manager, Systems and Data Analysis, when necessary.
- Schedule meetings and travel and process expense reports for the Grants Management and Legal team.
- Monitor the Grants Management email box, fielding and replying to unsolicited email.
- Field telephone inquiries about the RBF's grantmaking and grant application process.
- Assist with the orientation of incoming staff on the Fund's grantmaking and related process.
- All other duties and responsibilities as assigned by the manager.

### **Skills and Abilities**

- Excellent written, verbal, analytical, and organizational skills. Ability to draft and proofread documents with detail orientation.
- Excellent interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional, and to interact effectively with all levels of staff and external parties.
- Collegial, flexible, and collaborative workstyle, with the ability to work effectively as part of a team.
- Ability to work independently on multiple projects, prioritize, work under pressure, and meet short deadlines with flexibility.
- Willingness and desire to take initiative.
- Strong knowledge of and ability to use computer technology to accomplish work efficiently, using email, the Internet, database management software (i.e., GivingData), and Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook.
- Ability to develop and maintain broad knowledge of the RBF's programs, practices, policies, and procedures.

### **Education, Experience, and Knowledge**

- B.A./B.S. or equivalent degree.
- Two years of grants management-related work experience.
- Knowledge and understanding of philanthropy or the nonprofit sector and best practices in the sector preferred.
- 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 Belonging and Impact efforts in core responsibilities and institution-wide efforts.
- Respect each RBF employee's contribution and support colleagues in fulfilling their 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.

## Compensation and Benefits

The starting salary for this position is \$56,500. The RBF reviews compensation on a regular basis to ensure market competitiveness and internal pay equity. We offer a generous benefits package that includes but is not limited to:

- Medical, Vision, Dental
- 401k plan, in which the RBF contributes up to 15% of employees' pay. Employees are fully vested after three years of employment.
- FSA
- HSA with employer contributions of up to \$1,500
- Tuition reimbursement of up to \$4,000
- Upon hire, new staff receive up to 20 vacation days, prorated based on the hire date.

The RBF has adopted a hybrid-remote model. During the current hybrid work arrangement experiment, this role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) at defined intervals or when requested by a manager. For the first six months, the incumbent will be required to work in the office at least three days a week.

## 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. To apply for the Grants Management Assistant position, please use this [link](#) and include a resume and cover letter. **The application deadline is April 4, 2025.**

For additional information, please visit our website at [www.rbf.org](http://www.rbf.org).