JOB DESCRIPTION

Title: Grants Operations Manager
Location: Remote
Position: Full-time
Position Reports: Director of Grants Operations
Team: Movement Partnerships
Compensation: $65,000-$70,000

THE OPPORTUNITY

Thousand Currents is excited to expand our Grants Operations Team! The Grants Operations Manager plays an integral role within Thousand Currents' Movement Partnerships team by supporting the administration and increased efficiency of grantmaking processes, improvement of information management systems for partner and grants data, and support of team coordination.

We are a dynamic, values-based global organization of over 20 staff, in the midst of a period of significant growth in a rapidly evolving environment.

The Grants Operations Manager is supervised by the Director of Grants Operations and collaborates closely with the Finance, Operations, Philanthropic Partnerships, and Movement Partnerships teams. The Grants Operations Manager brings to this role a strong commitment to human rights and social justice and to ensuring that Thousand Currents' communications and operations are consistent with Thousand Currents' values, theory of change, and strategy.

ABOUT THOUSAND CURRENTS

For more than 36 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by - large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to
self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: Thousand Currents Academy, Buen Vivir Fund, CLIMA Fund and Africans In The Diaspora.

The values that underpin and shape our work and approach are courage, humility, creative collaboration, experimentation, and interdependence. These values have allowed us to create new -- respectful -- models of partnership and collaboration.

POSITION OVERVIEW

The Grants Operations Manager is responsible for: a) supporting the administration and management of grants operations systems and infrastructure for regional grantmaking in Latin America, the Caribbean, Asia and the Pacific, Africa, and any grantmaking by Thousand Currents’ special funds; b) supporting the creation, implementation, and documentation of improved systems and technologies for grantmaking and information management; c) contributing to the overall strategy for Thousand Currents grants operations, and; d) providing coordination and administration support for the work of the Movement Partnerships team and special projects as needed.
KEY ROLES AND FUNCTIONS

Support the administration and management of grants operations systems and infrastructure (80%)

Under the supervision of the Director of Grants Operations and working collaboratively with the Movement Partnerships, Finance, Operations, and Philanthropic Partnerships teams, the Grants Operations Manager supports the full administration and management of grants operations and infrastructure for regional grantmaking in Latin America, the Caribbean, Asia and the Pacific, Africa, and any grantmaking by Thousand Currents’ special funds. This includes but is not limited to:

- Supporting the grant agreement and disbursal process, including: preparing grant agreements, coordinating with Regional and Special Funds Teams to initiate grant processes with partners, managing the signing process, and coordinating with Finance staff to ensure timely payment of grants
- Managing the grant reporting process, including: preparing and sending grant reporting guidelines, scheduling and sending grant report reminders, tracking responses, uploading reports to Egnyte, and coordinating with Regional Teams as needed
- Ensuring timely and high quality communication with our partners regarding grants, grant payments, grant reports, etc.
- Ensuring the grantmaking and grant reporting processes and associated forms and templates are systematized across all regions, streamlining systems to be standardized where possible and tailored to the needs of regions or partners when needed
- Supporting the regular review, evaluation, and revision/expansion of key internal and external grantmaking documents and templates, including: grant agreements, the grantmaking manual, how-to documentation, etc.
- Supporting the regular review, evaluation, and streamlining of grantmaking systems and processes, including: due diligence processes, grant agreement and disbursal process, report-reminder process, information management systems, cross-team collaboration and communication, etc.
- Managing and organizing virtual filing systems in Egnyte for all partner documents, including: maintaining grant agreements and payment confirmations, updates and reports, and articles or other content, and; supporting Program Managers in maintaining partner organizational documents and accompanying document tracking systems
- Improving integrity and accessibility of partner and grant information in Salesforce by collaborating on the creation and implementation of system
improvements projects, maintaining grant records, and supporting Program Managers in maintaining partner organizational records

- Ensuring accuracy of grants data by supporting grants reconciliation and audit preparation processes, and conducting an internal audit of historical partner and grants data as necessary
- Supporting with information sharing on partner and grants data, including managing key reports for internal and external stakeholders
- Supporting the maintenance of a grantmaking and reporting calendar for all grants, coordinating with Regional Teams to ensure that projection dates and amounts are revised as needed and all deadlines are met, and ensuring Finance Team has up-to-date grant totals
- Contributing to the development and refining of the Grants Operations Strategy, in alignment with organizational strategy planning processes and timelines

Provide coordination and support for the Movement Partnerships Team, and provide support to other projects as needed (10%)

The Grants Operations Manager provides administrative and coordination support to the Movement Partnerships Team, and supports special projects when possible and as needed. This includes but is not limited to:

- Maintaining the calendar for Movement Partnerships Team meetings
- Providing support to Program Managers for travel planning and logistics related to partner travel
- Supporting travel planning and logistics for in-person team retreats
- Providing research and other support to special projects and events in support of Thousand Currents partners, as needed

Participate in organization-wide learning, cross-program partnership and administrative efficiency (10%)

Along with all other staff, this position contributes to Thousand Currents’ culture of teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions;
- Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits etc.;
Supervising and project management of relevant volunteers and interns, and ensuring that they have a positive learning experience at Thousand Currents; and

Managing your own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

Note: Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated commitment to gender, racial, economic, environmental, and social justice
- Commitment to Thousand Currents' vision, values, and theory of change
- Demonstrated knowledge of IRS regulations and requirements related to grantmaking, in particular international grantmaking, preferred
- Demonstrated proficiency in MacOS systems, MS Office (Word, Excel, Outlook, PowerPoint), and cloud-based grants management systems, preferably Salesforce
- Proficiency in or ability to learn programs and tools such as Slack, Asana, DocuSign, FormAssembly
- Excellent organizational skills, attention to detail, and follow-through, with the ability to manage multiple priorities and work well under pressure
- Excellent written, verbal, and interpersonal communication skills
- Strong analytical thinking and research skills, and experience in utilizing data to drive process change and improvement
- Skilled in systems and process development and improvement, data and information management, and process documentation
- Ability to work collaboratively, independently, proactively, creatively, and respectfully in a virtual team environment with multiple constituencies and audiences
- Strong judgment and discretion in dealing with sensitive information
- Ability to participate in team and staff meetings that may occur during early morning or evening hours, depending on local time zone
- Proficiency in English is required and proficiency in additional language(s), in particular Spanish and/or Portuguese and/or French, is an asset

Education and Experience:

- Bachelor’s degree in a relevant field or equivalent experience
- Minimum of three years of related work; experience with grantmaking for a US based organization is strongly preferred
PHYSICAL REQUIREMENTS: The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents up to 25% of the time for this position. Please note that due to the COVID-19 pandemic, Thousand Currents has paused all staff travel until further notice. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION, BENEFITS AND EXPERIENCE:

This is a full-time, exempt, salaried position. The salary range is $65,000 to $70,000. Exact salary will be determined based on the successful candidate’s experience. Benefits include 100% employer paid health insurance premiums, including coverage for full family, a health reimbursement arrangement, sick and vacation leave, flexible holidays, 401K retirement plan with employer match and for non-US based staff a retirement contribution allowance, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional and leadership development.

HOW TO APPLY:

Please submit a cover letter (maximum one page), a writing sample, and resume to jobs@thousandcurrents.org with “Grants Operations Manager” in the subject line by March 31, 2022. Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization,
we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.