

Job Brief: Grants Officer

Who we are

Filantropía Puerto Rico (FiPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency and social justice. As a convener of funders with grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

Who we seek

An energetic, curious and self-motivated part-time Grants Administrator to manage pools of funds from FiPR's FORWARD Puerto Rico Fund (FPRF) and the Robusteciendo la Justicia Social (RJS) project. The chosen candidate will handle all reporting processes and grantee communication, provide administrative support to the executive director, and, as requested, conduct research on program related issues.

Major responsibilities include:

Grants administration:

- Serve as FiPR grantees' primary point of contact for FPRF and RJS.
- Manage and track grants through expertly run spreadsheets.
- Keep the RJS monthly budget up to date.
- Track proposals, report submission deadlines and handle their respective communications.
- Assist in the grant reporting process.
- Develop knowledge on program areas and how these relate to FiPR's mission. This may, on occasion, include requests to take notes to share with board members and staff.
- Continually optimize grant management processes for grantees and to increase FiPR's efficiency.

- Build grant management skills through webinars, research, and other self-directed actions.
- Update and improve FiPR's website pages related to RJS and FPRF.

Administrative support:

- Assist with preparing board of directors' documents including meeting materials, grant write-ups, grant recommendations and progress updates.
- Assist with grantees' payment processing and requested documents.
- Maintain calendars and schedule meetings.

Research:

- As requested, track trends in policy and scientific research as related to RJS priorities.
- Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles, and circulate when appropriate.
- Provide basic research to support grantmaking.

Qualifications:

- Be organized. Very organized!
- The highest professional and ethical standards.
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills.
- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability, and equity goals.



- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.
- An open mind and a sense of humor.
- Discretion and sound judgment (i.e. maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), Slack, Asana and Survey Sparrow (or other mail clients)
- Experience working with budgets and financial documents or with website development and editing, a plus. [what kind of editing?]

Compensation: Salary range is approximately \$35,000 per annum for 20 hours/week.

Apply by September 20, 2021, with a cover letter and resume addressed to Anja Paonessa (anja@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview.

