

We're seeking a talented, collaborative and can-do person to join the Bush Foundation as Grantmaking Coordinator. The right person will relish putting their stellar organizational, administrative and interpersonal skills to work for this dynamic, mission-driven organization. Our organization has a strong commitment to both equity and learning and we look for people who are energized by both.

Background

The Bush Foundation is a private foundation based in St. Paul, Minnesota. The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth. Today, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share that geography. We work to inspire and support creative problem solving - within and across sectors - to make our region better for everyone. Learn more at BushFoundation.org.

Job Purpose

The Grantmaking Coordinator works to ensure that processes and practices are in place so that the Grantmaking team can make the biggest impact possible in the communities the Foundation serves. The Grantmaking Coordinator is the administrative and operational lead for the 10-person grantmaking team and works closely with all members of that team as well as their peer on the Program Operations team. This team seeks to be accessible, inclusive, knowledgeable and community-centered in the grantmaking that they do, and this position is critical to ensuring that those goals are met.

Core Responsibilities

- Manage day-to-day operations of the Grantmaking team including coordinating the team calendar and group meetings; managing expenses, budgeting and forecasting; providing logistical support and managing project timelines and deliverables for the team and providing administrative and scheduling support for the Vice President of Grantmaking.
- Work with Grantmaking Officers and Grantmaking Directors on logistics for office hours, hotline staffing and other community engagement activities.
- Maintain and refine processes and tools to track work assignments and workload for the team.
- Work closely with Program Operations to ensure seamless administrative support of all grantmaking processes. This includes collaborating closely with the Program Operations Coordinator and Grants Administration staff on the many links between grantee selection and support and grant implementation.
- Plan and execute convenings and meetings for Bush Fellows and grantees, working closely with Grantmaking and Program Operations staff.
- Work with staff across the Foundation to ensure coordination between programs and teams.
- Participate in ad hoc work teams, professional development, equity projects and organization-wide workshops and committees.
- Actively demonstrate core organizational values in performing all duties.

Key Qualifications and Attributes

- At least three years' experience managing multiple projects and priorities in an office environment. Experience working on community-focused projects or activities is a plus.

- Interest and enthusiasm for creating and maintaining simple and supportive processes so that the team can operate effectively.
- Strong communication, interpersonal and customer service skills, with experience engaging a broad and varied group of people, and comfort working at all levels of organizations.
- Willingness to take on new opportunities and challenges with curiosity, energy and enthusiasm. Adaptability and flexibility as the Foundation continues to refine and implement new strategies and ways of working together.
- Experience planning and executing successful events and convenings is a plus.
- Strong project management skills and experience managing multiple projects concurrently and effectively.
- Excellent organizational, technical and administrative skills, including mastery of Microsoft Office. Experience using Salesforce (or similar complex CRM databases) to manage and track grantmaking activities is a plus.
- Ability to effectively interact, communicate and collaborate with people from a wide range of cultural backgrounds.

JOB DATA

Reports to: Anita Patel, Vice President of Grantmaking
 Classification: Full-Time, Non-Exempt

Starting salary: Annualized salary of \$68,400 based on a 40-hour work week.

Benefits: We offer excellent benefits, including health, dental, life and disability insurance; generous retirement contributions; professional development and vacation, sick and holiday leave.

Location: The Foundation's offices are in St. Paul, Minnesota, although staff are currently working remotely.

Schedule & Travel: Some travel (up to 20%) and driving may be required, with occasional schedule adjustments in order to participate meet priority deadlines or participate in community events.

To Learn More:

Informational Webinar

We will be hosting a brief webinar on July 7 at noon Central Time to introduce applicants to some of the people that they would be working with and to explain more about the Bush Foundation and the Grantmaking Coordinator position. During the live webinar, there will be time to answer questions.

A recording with closed captions will be posted on our website shortly after the live webinar.

Please register for the live webinar here:

<https://attendee.gotowebinar.com/register/5604328830384549644>. If you wish to remain anonymous, you may register for the webinar using "Archie Bush" as your login name.

To Apply:

This search is being managed by Heidi Westlind at Doran Leadership Partners. To apply, please send a cover letter and resume to Heidi.Westlind@DoranLeadership.com with Bush Foundation Grantmaking Coordinator in the subject line of your email.

In your cover letter, please describe your interest in the position and your experience that lines up with the qualifications for the job. We'd also love for you to describe your most enjoyable and productive team experience and what made it so.

We will be accepting applications until noon (Central Time) on August 5.

The Bush Foundation is an Equal Opportunity Employer.

Our Values

Spread Optimism. We encourage individuals and organizations to think bigger and think differently about what is possible. We are positive and supportive in our internal and external interactions.

Work Beyond Ourselves. We actively seek opportunities to work in true collaboration with others to have more impact. We are willing to both lead and follow. We candidly share what we learn with others.

Everybody Matters. We are a champion for both excellence and equity inside and out of the Foundation. We have fair, open and inclusive processes. We work to raise overall quality of life while also closing opportunity and achievement gaps.

Steward Well. We demonstrate appreciation for the Foundation's history and thoughtfully build on its legacy. We hold ourselves to high standards of integrity and accountability and conduct ourselves in a way we hope would make our founders proud.

More Good. Every Year. We are a true learning organization and work to be smarter and more effective every year. We never lose sight of the reason we exist: to do the most possible good with the resources left to the community by Archibald G. Bush.