

We're seeking a talented and collaborative professional to join the Bush Foundation as its next Grants Administrator. We are a group of people who are passionate about helping people and organizations think bigger and differently about what is possible, grounded in a strong commitment to both equity and learning. If you want to put your grants administration, process design and data skills to work for a dynamic, mission-driven organization, we invite you to apply!

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](https://www.bushfoundation.org).

Job Purpose and Context

This position advances the goals of the Bush Foundation by managing the administration of grants in all steps in the grantmaking lifecycle from application, due diligence and approval to payments and reporting. We aim to create simple processes that support applicants/grantees and advance equity. This position works across all of the Foundation's program areas to ensure our grantmaking data is consistent and reliable and our grantmaking practices comply with IRS regulations.

Key Responsibilities

- Design, implement and monitor the grants administration processes for all Foundation grantmaking, including organizational and individual grants and fellowships. This includes administering grant applications, reviewing applicant data from grant submissions, conducting due diligence activities, managing internal grant approval, executing grant agreements and payments, and guiding grantee reporting practices.
- Manage the administration of grants with unique characteristics or complex needs including fiscal sponsorship, expenditure responsibility, contingent grant payments and grant extensions. Lead problem-solving sessions with staff, applicants and/or grantees as needed.
- Manage the grants administration elements of our grantmaking in Salesforce, including field use, dashboards, templates, reports, and data structure. This work is done in close partnership with our IT Administrator.
 - Ensure data integrity and consistent execution of grantmaking practices. This includes documentation for our annual audit and other legal compliance needs.
 - Manage grantmaking coding practices in partnership with Operations Officers and the Learning and Evaluation Manager.
 - Serve as an internal expert on our grantmaking data, including pulling data for the board, the audit, internal staff use and external reporting needs.
 - Work closely with the IT Administrator on any significant system changes or conversions.
- Ensure legal compliance with all grantmaking. Act as an internal staff expert and resource on common legal questions including fund use, tipping and tax status. Consult with external legal team as needed.

- Work closely with operations and finance staff on the execution of program-related investments (PRIs). This includes aligning our approach to PRI administration with key elements of our grantmaking practices, including how they are processed in Salesforce.
- Provide training, resources and support to staff on key elements of our grantmaking practices and Salesforce processes. This includes providing written resources, group training and one-on-one staff support.
- Document grants administration workflow processes and procedures. Create and share annual payment schedule with all foundation staff. Partner with operations staff on the development of specific program timelines.
- Stay up to date with leading-edge practices in the field of grants management and regulatory developments. Oversee the continual improvement of grants administration processes and policies.
- Actively demonstrate core organizational values in performing all duties.

Key Qualifications and Attributes

- Significant experience with grants administration or grants management at a foundation or similar nonprofit organization resulting in a deep understanding of grants administration practices and IRS regulations. This would usually require at least five years' experience in a similar role.
- Ability and interest in advancing equity using grants administration practices, with a focus on racial equity.
- Demonstrated ability and deep interest in being a collaborative partner with a wide range of people, including grantees, other grants management professionals, and colleagues from all levels and teams in the Foundation. An accessible work style will be essential to engage Foundation staff, external partners and grantees so that there can be a free and candid exchange of ideas.
- Strong project management experience with proven ability to prioritize and work independently on multiple projects.
- Effective interpersonal skills required to coordinate work assignments and thrive in a rapidly changing and deeply collaborative environment.
- Strong computer skills, including proficiency with Microsoft Office and knowledge of database structures. Experience with Salesforce, foundationConnect or other customer relationship management and grant making software is a bonus.

Job Data

Reports to: Molly Matheson Gruen, Program Operations Director
 Classification: Exempt, Full-Time

Starting salary: Annual salary of \$ 109,725

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

Work Environment: The Foundation's offices are in St. Paul, Minnesota although Bush Foundation staff continue to work remotely during the pandemic. Return to office plans include a hybrid work arrangement (office/work from home on specific days) with timing and details still in the works.

This role may require schedule flexibility and some travel occasionally, to participate in events or meet priority deadlines.

To Learn More:

Informational Webinar

We will be hosting a brief webinar on January 21 at 1:00 p.m. Central Time to better introduce the Bush Foundation, the role and key partners. 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 webinar at <https://www.bushfoundation.org/job-opportunities>.

Please register to join the live webinar here:

<https://attendee.gotowebinar.com/register/410478897333667853>. Your name and information will not be shared with other attendees.

To Apply:

This search is being managed by Doran Leadership Partners. Please send a cover letter and resume to Ali Biro at ali.biro@doranleadership.com and include Bush Foundation Grants Administrator: [your name] in the subject line.

In your cover letter, please describe your interest in the position and the experience you've had that lines up with the qualifications for the job. We'd also love to hear about what has drawn you to this line of work.

Applications will be accepted through February 8. We're moving quickly to fill this position and so we encourage and appreciate early applications.

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.