Position Announcement
Grants Manager
The Richard H. Driehaus Foundation

The Richard H. Driehaus Foundation benefits communities throughout Chicago by supporting the built and natural environments through historic preservation, encouragement of quality architectural and landscape design, and conservation of open space. The Foundation also supports Chicago arts and culture, investigative journalism for government accountability, and economic opportunities for working poor people.

The Driehaus Foundation awards approximately $5 million annually in grants, a portion of which is in partnership with the John D. and Catherine T. MacArthur Foundation.

The Foundation seeks a Grants Manager to support its grantmaking processes from initial request to grant closure, manage its grants database, and ensure legal and internal policy compliance. This is a full-time position, based in Chicago, and reporting to the Executive Director.

Key Responsibilities:

- Oversees management of the Foundation's grantmaking system and ensures the integrity and completeness of each grant record, from initial request to grant close-out
- Works with program staff to invite letters of inquiry and new proposals and assists prospective and current grantees throughout the application process
- Responds to grant-related issues, providing technical assistance and troubleshooting to grantees and applicants
- Ensures grant proposal compliance with Foundation requirements and IRS regulations and best practices
- Drafts, proofreads, and sends out formal grant-related correspondence, including grant agreements and declination letters
- Designs and implements enhancements to the grants management process and reporting
- Partners with program staff to coordinate and implement grantmaking workflows
- Develops custom reports and provides data summary and analysis in response to program staff requests
- Trains program staff and outside consultant reviewers on Fluxx systems use and acts as the primary resource for grants management system support
- Produces data-driven research and reports to program staff and senior management to assist with grant planning and learning
- Liaises with Fluxx to resolve issues, assess ongoing technology needs, manage system upgrades, and coordinate contract renewal
- Other duties or special projects as assigned by the Executive Director

Knowledge and Skills:

- Bachelor’s degree required
- Must be a flexible team player requiring minimal supervision and one who approaches work from a solutions-oriented perspective
• Ability to work collegially with staff and an expressed interest in, and strong commitment to the Foundation’s mission and grants programs are key qualifications
• Must possess a demeanor that makes grantees feel comfortable and supported
• Demonstrates a high level of initiative and desire to meet specific goals
• Ability to think analytically, strategically, and to multi-task is essential
• Strong organization and communication skills are required
• Demonstrated reliability and attention to detail and accuracy
• Excellent project, time, and deadline management skills
• Demonstrated ability to work with efficiency, diplomacy, and flexibility
• Ability to handle a high volume of deadline-driven work while maintaining high standards for quality
• Ability to exercise discretion and act in a confidential manner is of utmost importance
• Commitment to learning and skill building in diversity, equity, inclusion, and anti-racism
• Ability to work collegially with staff in a small office that is mission-driven and fluid
• Strong computer skills including but not limited to Microsoft Office
• Experience with a foundation grantmaking database; Fluxx preferred

The Richard H. Driehaus Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Further information about the Foundation may be found at www.DriehausFoundation.org

Applications will be accepted through September 7, 2021.

Interested candidates should submit a cover letter and resume to:
Amy Domagalski, Project Administrator/Executive Assistant, The Richard H. Driehaus Foundation
DriehausFoundation@DriehausFoundation.org

No phone calls please.