



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Opportunity

March 2010

Rockefeller Brothers Fund Grants Management Associate

The Rockefeller Brothers Fund (RBF) is seeking a full-time Grants Management Associate.

Rockefeller Brothers Fund

Founded in 1940, the Rockefeller Brothers Fund encourages social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Sustainable Development, and Peace and Security. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": sub national areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: New York City, Western Balkans, and Southern China.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

As a private foundation, the Fund strives to promote philanthropic excellence and to enhance the effectiveness of the nonprofit sector. The Fund's investment assets total was \$683 million as of September 30, 2009. In 2008, the Fund awarded 329 grants, totaling over \$33 million.

Responsibilities

The Grants Management Associate reports to the Director of Grants Management and works with staff across the RBF in managing all aspects of grants administration and information management, including the systems used to track and monitor grant requests, payments, and reporting. The Grants Management team services the RBF staff and grantees for all grants administration issues.

The duties of the position are varied and include the following:

- Work with staff and grantees on grants administration issues.
- Responsible for the maintenance and integrity of the GIFTS database
- Facilitate the review of, and timely response to, unsolicited requests.
- Review grant reporting, log relevant information into GIFTS, and follow up with staff on any outstanding issues.

- Train staff on grants management processes and use of the GIFTS database
- Serve as point of contact with the Communications department for grant-related data
- Respond to data and information requests from staff and external constituents
- Review and process requests for grant payments
- Responsible for maintaining and archiving all grant-related paper files

Qualifications

The ideal candidate will have a bachelor's degree, a minimum of two years relevant work experience, and knowledge of philanthropy and/or the nonprofit sector. The Grants Management Associate will have outstanding interpersonal, administrative, and communication skills, sound judgment, and the ability to autonomously manage and prioritize a diverse workload. The position requires a proactive approach and a high level of attention to accuracy, detail, and organization. Excellent computer skills –Microsoft Office suite, Intermediate – Advanced MS Excel experience, and database management software - are required.

Salary

The Rockefeller Brothers Fund offers a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability or religion.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume and brief writing sample to grntsassoc@rbf.org. No telephone or fax inquiries or applications, please.

For additional information about the RBF, please visit the Fund's Web site at www.rbf.org.

Rockefeller Brothers Fund
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