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## POSITION ANNOUNCEMENT: Grants Assistant Climate and Land Use Alliance

The [Climate and Land Use Alliance](#) (CLUA) is a philanthropic collaboration of the ClimateWorks Foundation, David and Lucile Packard Foundation, Ford Foundation, and Gordon and Betty Moore Foundation. CLUA seeks to realize the potential of forested and agricultural landscapes to mitigate climate change, benefit people, and protect the environment. CLUA seeks a full-time Grants Assistant to provide administrative support for grants management.

### POSITION DESCRIPTION

The Grants Assistant will provide administrative support for grants management and will report to the Associate Director, Grants Management & Operations. The Grants Assistant must be able to work independently and possess strong organizational and interpersonal skills. This is a full-time position. Commitment to CLUA's mission and familiarity with the philanthropic and/or non-profit sectors is essential.

### **Primary Duties & Responsibilities**

The Grants Assistant will be responsible for:

- Intake of grantee applications including database entry, reviews for completeness, and follow-up with grantees to obtain missing documentation;
- Verify grantee non-profit status and conduct organizational research as recommended for international grantmaking;
- Format and edit grant summaries;
- Generate grant award documents, intake grant agreements and coordinate grant payments;
- Coordinate approval of grant modifications;
- Ensure timely submission and approval of grantee reports by tracking and monitoring the status of reports, sending reminders to grantees, and coordinating report approval;
- Produce reports including monthly grant projections reports, and other reports as needed for Board, senior management, and program teams;
- Ensure data integrity in CLUA's grants database (Fluxx) and internal tracking mechanisms;
- Work to enhance and improve grants management processes and increase efficiencies;
- Assist with the production of materials for quarterly Board meetings;
- Undertake special projects as assigned, based on need and competence.

Opportunities for additional responsibilities will be determined by the Associate Director, Grants Management & Operations, based on qualifications and experience of the selected applicant.



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## Qualifications

The successful applicant will have the following minimum qualifications:

- Bachelor's degree
- 1-3 years of relevant experience in either the philanthropy or non-profit sector
- Excellent attention to detail and deadlines
- Strong organizational skills
- Experience working with databases; familiarity with Fluxx preferred
- Ability to work tactfully and effectively with a diverse group of staff and partners
- Excellent written and oral communication
- Ability to prioritize, multi-task and manage time effectively
- Ability to work independently and as part of a team
- Experience working with international colleagues preferred
- Ability to handle sensitive matters with discretion
- High degree of proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)

## Location

Downtown San Francisco, California. The Grants Assistant will receive an excellent benefits package and a competitive salary that is commensurate with experience.

## Application Process

To be considered, please submit your resume and a cover letter expressing your interest in and fit for the role [online](#).

**Applications due April 16, 2018.**

The ClimateWorks Foundation is an equal opportunity employer and welcomes a diverse candidate pool. We recognize diversity as an asset essential to accomplishing our work and view diversity as encompassing differences in race and gender, as well as age, national origin, disability, sexual orientation, job skills, education, and geographic location.

All qualified candidates are encouraged to apply as soon as possible.