



## Grants Associate

Remote, U.S.

Full-time

The Climate and Land Use Alliance (CLUA) is a collaborative of foundations seeking to realize the potential of forests and land use to mitigate climate change, benefit people, and protect the environment. The CLUA member foundations are the ClimateWorks Foundation, the David and Lucile Packard Foundation, the Ford Foundation, and the Gordon and Betty Moore Foundation. Margaret A. Cargill Philanthropies and Good Energies Foundation award grants in alignment with the CLUA strategy. By bringing together our resources and diverse expertise, CLUA supports policies, practices, and partnerships that halt and reverse forest loss, advance sustainable land use and development, and secure the rights and livelihoods of Indigenous and forest communities. For more information, please visit [www.climateandlandusealliance.org](http://www.climateandlandusealliance.org).

### **Grants Associate**

The Grants Associate provides support for CLUA's grants and contracts management and reports to the Grants Manager. The Grants Associate supports all stages of CLUA's grant processes, works externally with grantees and contractors, communicates regularly with CLUA program, operations and administrative staff on the status and timelines for processing grant/contract approvals and reports, and is responsible for tracking CLUA's aligned grantmaking by member and aligned foundations. The Grants Associate is a key member of CLUA's Operations team and possesses strong organizational and time management skills in order to manage varying responsibilities in a high-volume, fast-paced environment.

### **Primary Duties and Responsibilities**

The Grants Associate will be responsible for the below duties.

- Support the grants manager with a portfolio of grants and contracts funded by the CLUA Secretariat:
  - Intaking proposals for completeness and alignment with CLUA grantmaking policies, including collecting relevant supporting documentation for due diligence;
  - Editing grant summaries and preparing grant/contract materials for CLUA approval;
  - Maintaining CLUA's grant and contract database (Fluxx), including electronic grant documentation that meets legal, auditing, and foundation requirements; and
  - Responding to inquiries and requests from grantees and contractors.
- Ensure timely submission and approval of grantee reports by
  - Tracking and monitoring the status of reports;
  - Sending report reminders to grantees;
  - Intaking grantee narrative and financial reports for compliance with IRS and foundation-specific regulations and policies; and
  - Coordinating report approvals.
- Conduct organizational research as recommended for international grantmaking.
- Coordinate the approval of partner foundation grants in alignment with the CLUA strategy by

- Gathering information from and serving as a liaison to program and grant administration staff at member foundations;
- Preparing partner foundation grant materials for CLUA approval; and
- Managing a comprehensive grant and contract database (Fluxx) of all CLUA aligned grants and contracts.
- Produce 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.

### **Qualifications**

#### **The successful applicant will have the following minimum qualifications:**

- 2+ years previous experience as a grants or program assistant, associate, coordinator or relevant experience
- Impeccable attention to detail
- Superb follow-through; strong personal integrity and work ethic; a self-starter
- Strong organizational skills and ability to multi-task
- Experience with data entry and managing databases; experience with Fluxx a plus
- Exemplary interpersonal and multicultural listening skills
- Excellent judgment and creative problem-solving skills, including the ability to appreciate and learn from different perspectives
- Superior written and oral communication skills; the ability to effectively communicate with a multicultural, international team and with grantees and partners from a wide variety of organizations
- High degree of proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to handle sensitive matters with discretion
- Ability to work and communicate effectively with a multicultural, international team and with grantees and partners from a wide variety of organizations
- Language skills in Bahasa Indonesian, Brazilian Portuguese or Spanish a plus

### **Organization Structure**

ClimateWorks Foundation formally employs CLUA staff members in the U.S. CLUA employees receive all ClimateWorks Foundation employee benefits and adhere to all ClimateWorks Foundation employee policies. ClimateWorks Foundation's offices are in San Francisco's Financial District.

### **Compensation and Benefits**

The salary range for this position is \$75,000-\$85,000/annually.

ClimateWorks offers an excellent benefits package, including:

#### **Healthcare Plans:**

*Multiple options available through Kaiser & UHC*

- HMO - 100% coverage for employee and dependents
- POS - Employee pays difference beyond HMO coverage (3 out of 4 POS options are at 100% coverage for employee and dependents)
- Dental –100% coverage for employee and dependents

- Vision – 100% coverage for employee and dependents

#### **Fertility Benefit**

- Fertility care through Carrot Fertility. Access to on-demand doctor-approved content, pregnancy support, and virtual chats with medical, legal, and regulatory experts.

#### ***Disability Benefit (long and short-term)***

#### ***Life Insurance (3x base salary up to \$750k for employee only)***

#### **PTO**

- 20 days (1st year)
- 25 days (2nd - 8th year)
- 30 days (9th year)

#### **Holidays**

- 11 Observed and 2 floating

#### **401k Plan**

- After 6 months of service, CWF automatically contributes 9% of gross earnings per pay period to retirement fund\*
- After 6 months of service, CWF matches 100% of employee contributions up to a max of 6% of gross earnings per pay period\*

#### **Application Process**

The Climate and Land Use Alliance and ClimateWorks Foundation are equal opportunity employer and welcomes a diverse candidate pool. We recognize diversity as an asset essential to accomplishing our work and we 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 interested candidates are encouraged to apply as soon as possible. CLUA will complete an initial review of applications received by April 15, and on a rolling basis thereafter until the position is filled. To be considered, [please apply online](#) and upload a cover letter and resume.