Associate, Grants Management & Programs

POSITION TYPE
Full-time or Part-time (at least 32 hours per week)

LOCATION
This is a remote position open to candidates located within either the ET or CT time zones. While the role is remote, preference will be given to applicants based in OH, IL, MD, and GA.

TRAVEL REQUIREMENTS
Candidates must be able to travel up to 3 times per year to Cleveland, OH, and occasionally to other locations as needed.

COMPENSATION:
- Full-time: Low to mid 60s, based on education and experience.
- Part-time: Compensation will be prorated based on hours worked.

POSITION SUMMARY
We are seeking a motivated Associate, Grants Management & Programs (Associate) to join our team in a full-time or part-time capacity. The Associate is a core member of the William J. and Dorothy K. O'Neill Foundation (Foundation). Reporting to the Senior Program Officer, the Associate will have three primary areas of support: communications, grants administration, and NextGen engagement. This role is perfect for highly organized and detail-oriented individuals with a proactive, "roll-up-your-sleeves" attitude. You should be a strong team player, adaptable, and ready to embrace new projects and responsibilities as they arise.

RESPONSIBLITIES
(Note: Percentages are approximate)

- Communications (35%)
  - Curate and produce engaging content (social media posts, infographics, videos) to communicate the Foundation's mission and impact.
  - Create targeted communications for younger family members, including sharing grantee stories and managing social media content.

- Grants Administration (30%)
  - Grants Administration: Maintain grant records within the grants database (Fluxx); serve as the Fluxx Admin backup, assist with data entry and coding in the database; generate grant documents, and process grant payments; complete Fluxx Admin training

- NextGen Staff Liaison (25%)
  - Assist with the administration of grantmaking programs, review grant reports, assess impact, and coordinate learning opportunities.

- o Support the youngest O'Neill family members while working with their parents to promote philanthropic values and personal agency.

- Special Projects (10%)
  - o For example, assist with quarterly board meeting materials.

DESIRED SKILLS

- **Communication & Interpersonal Skills:** Exceptional oral, written, and interpersonal communication skills. Must be comfortable engaging with diverse stakeholders and fostering positive relationships with team members, grantee partners, and other constituents, including children and young adults (ages: 0 – 18).

- **Social Media & Content Creation:** Understands how to use social media to strategically build brands and attract attention**.** Experience using graphic design tools (e.g., Canva) and experience editing and producing multimedia assets such as videos, GIFs, social graphics, etc.

- **Data Management & Technical Proficiency:** Familiarity using databases for data collection, organization, and analysis. Proficient in Microsoft 365 and database management systems. Experience with tools such as BILL, Monday (or another project management software), SharePoint, and/or Fluxx (or another grants management system) is an advantage.

- **Problem-Solving & Analytical Skills:** Strong analytical abilities with a keen eye for interpreting and presenting data. Able to identify issues, develop solutions, and make informed decisions based on data analysis.

- **Project & Time Management:** Proven ability to manage multiple projects simultaneously, prioritize tasks, meet deadlines, and maintain high standards of accuracy and efficiency.

EXPERIENCE

We value a wide range of backgrounds and consider both formal education and hands-on work experience. The ideal candidate will bring a combination of experience in areas such as data management, grants administration, business with a focus on social media strategy, social impact, or consulting. We understand that no one candidate may meet every qualification, but we encourage you to apply if you are passionate about the role and bring relevant experience.

Education: A degree in a relevant field such as communications, data management, operations, business, or a related area is preferred. Relevant work experience may be substituted for formal education.

Experience: Experience working with social impact organizations, nonprofits, or community-based initiatives is a plus.

Work Environment: The role requires someone who would thrive in a small, remote team setting where flexibility, collaboration, and clear communication are essential. A positive attitude, a sense of humor, and resourcefulness are highly valued.

COMPENSATION/BENEFITS

- **Salary Range:** Low to mid 60s (FTE) annually, based on education and experience. For Part-Time employees, the salary will be pro-rated, adjusted proportionally to the amount of time worked.

- **Health Insurance:** A minimum of 32 hours/per week is required to be eligible for the Foundation's health insurance and other related benefits.

- **Retirement / 401K:** The Foundation contributes a 5% match to a Defined Contribution 401(k) Retirement Plan for all regular employees who work at least 1,000 hours during a twelve consecutive month period of employment. Employees are eligible for the retirement plan upon satisfactory completion of their 90-day probationary period.

- **Additional Benefits:** $100/month for cell phone reimbursement

- **Paid Time Off**: Full-time employees receive 200 hours/year for PTO, which is inclusive of sick, vacation, and personal time off. In addition, the Foundation observes 10 paid holidays annually. For Part-Time employees, PTO will be pro-rated.

HOW TO APPLY

Email a resume & cover letter to jobs@oneill-foundation.org with the subject: "Associate". Applications will be reviewed on a rolling basis beginning January 13th and will continue until the position is filled. Applicants are encouraged to apply early. NO PHONE CALLS.