

Grants Associate, Part-Time Grants Management Office

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society’s most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that combats racism and pursues equity, in treatment and outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all.

We aspire to racial equity, diversity, and inclusion in how we work. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

Grants Management Office

The grants management office provides administrative and financial management support for the Commonwealth Fund’s grantmaking activities. Grants management is centralized with many of the administrative responsibilities shared with the program staff who support each program area. The Grants Associate will join the grants management department team, comprised of three full-time and two part-time staff members.

General Position Description

Reporting to the Director, Grants Management, the Grants Associate will prepare and process grant agreements, assure data integrity, provide database maintenance, and take on other special projects as needed.

The position is part-time, with a projected 10-15 hours per week. The schedule is flexible and many of the tasks can be handled outside of regular business hours, however, attendance at some meetings held during regular business hours will be required, including some in-person at the Commonwealth Fund’s New York City office.

Specific Responsibilities

- Review draft grant agreements and payment and reporting schedules to ensure they follow Fund policies/best practices; are aligned with the approved project scope and deliverables; and tie with previous agreements for returning grantees.
- Using Microsoft Word, DocuSign, and Salesforce, the Grants Associate manages the grant agreement process, ensuring grant agreements are completed in a timely and efficient manner, in efforts to meet or exceed department performance goals.
- Schedule and request payments in Salesforce for grants following the execution of agreements and send payment confirmation emails.
- Prepare Board grant award letters, in coordination with grants management team.
- Draft and manage execution of consulting agreements for program-related consultants and advisors.
- Provide excellent customer service to Fund staff, grantees, and applicants.
- Take on and complete special projects as assigned by the Vice President, Grants Management and the Director, Grants Management.

Qualifications

- Bachelor's degree required, Given the part-time work requirements, candidates who are students in master's programs will be considered for this position.
- Three to five years minimum of relevant work experience.
- Strong technical skills, including proficient use of databases (Salesforce preferred) and Microsoft Office (Excel, Word, and PowerPoint).
- A passion for using technology as a tool to streamline processes.
- Ability to multi-task, prioritize, and follow through to effectively manage work and meet multiple tight deadlines. Exceptional attention to detail, administrative and organizational skills.
- Excellent written and oral communication skills.
- Good judgment and the ability to act independently within standard guidelines.
- Flexibility and skill in working as a team member.

The Fund has a relatively small staff, and judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of the Fund's size, where teamwork is essential to effectiveness. The ability to work collegially with a variety of Fund staff and interest in and strong commitment to the Fund's mission and grants programs are key qualifications.

Compensation

This position is an hourly non-exempt position. The hourly salary range will be between \$30-\$33/hour, depending on experience.

Location

This role will be mostly remote, with some expectation of occasional in-office days at our NYC location.

How To Apply

Please apply using this link: [Grants Associate Part-Time](#)

Employment at The Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.