



Grants Manager Job Description

ABOUT THE TRANSGENDER STRATEGY CENTER

The Transgender Strategy Center (TSC) is a national transgender and gender non-conforming (TGNC) led organization providing training to grassroots TGNC-led organizations throughout the U.S. We utilize a racial, gender, and economic justice framework to elevate TGNC leadership to address critical community issues. TSC works toward a world where TGNC people are the architects of strong, healthy, valued communities, living to their full potential. TSC was launched in 2017 to address the following gaps in the U.S. landscape: The undervaluing of TGNC experts to help TGNC communities solve problems, the lack of no/low-cost organizational development services for TGNC-led organizations, the inequitable access to funds for TGNC-led organizations, and the resourcing of LGBTQ organizations to lead TGNC work, rather than investing directly in TGNC-led organizations.

TSC offers a wide range of no-cost capacity building services to TGNC-led and serving organizations, with a priority on Black, Indigenous, and people of color (BIPOC) TGNC communities. Additionally, TSC offers trainings and coaching to cisgender-led organizations and leadership development trainings for TGNC community leaders. In the last few years, TSC has grown in its role as a grant maker with a priority on providing operating support funds to TGNC BIPOC led and serving organizations.

POSITION DESCRIPTION

The **Grants Manager** leads the operational components of TSC's grantmaking – the Transgender Strategy Fund. They ensure that TSC's goals and objectives related to funding TGNC-led organizations are met. This includes a range of tasks such as updating and revising TSC's grantmaking process as needed, ensuring the collection of grantee data meets reporting requirements, maintaining a database inclusive of cleaning and managing data, and maintaining a streamlined workflow in conjunction with the organization's Grants Management Systems (GMS).

The **Grants Manager** must have a strong commitment to social justice, diversity, equity, and inclusion. This person must have great attention to detail, be organized, and enjoy engaging with people and communities online and in person.

This is a full-time remote position.

EDUCATIONAL REQUIREMENTS & EXPERIENCE

Bachelor's degree or three years of relevant experience in a business or nonprofit environment. A minimum of two years of operations, grants, and/or program management required; at least 1 year of grants experience.

Previous experience with a GMS is required. TSC utilizes SmartSimple; experience with other systems such as Foundant, CyberGrants, and Good Grants is also welcome.

OUR IDEAL CANDIDATE

- Lived experience related to understanding key issues in serving TGNC communities
- Proven experience in grants administration, development, or management role that includes using a GMS and managing data
- Demonstrated ability to manage grant cycles; inclusive of internal management of grants process with staff and external coordination with applicant organizations across the U.S.
- Experience with and comfortable working in a GMS, as well as the ability to learn the system TSC utilizes (Good Grants and SmartSimple)
- Passionate about data, with experience in data collection, cleaning, and reporting
- Proficiency in Microsoft Office: Outlook, Word, PowerPoint, and Excel;
 - with an emphasis on Excel - ability to create easy to read grant tracking sheets and knowledgeable on conditional formatting, data validation, and pivot charts
 - With an emphasis on PowerPoint - ability to design a presentation matching TSC's formatting and design guidelines
- Familiarity with a design system or software, has experience with a basic design system and be able to learn how to use the system TSC utilizes (Visme)
- Excellent attention to detail and record keeping needs
- Self-motivated with the ability to manage multiple priorities and deadlines with minimal direction
- Ability to work remotely and to work collaboratively with a team
- Excellent oral, written and interpersonal skills, while also a good listener
- Flexible and willing to adapt when necessary
- Fluency in Spanish language is preferred

RESPONSIBILITIES

- Ensure a streamlined grantee process: from initial inquiry to closure of grants
- Lead administrative aspects of multiple funding cycles under the Transgender Strategy Fund, ranging from preparing and designing a request-for-proposal (RFP) to coordinating payments with TSC's fiscal sponsor, Social Good Fund
- Create and maintain a calendar of grant evaluation dates for TSC grantees, external reporting by TSC to funders, and deadlines to external partners such as evaluation and translation/interpretation teams
- Provide extensive record keeping and maintenance of grantee data in TSC's GMS in collaboration with the Senior Operations Manager and Operations Associate and pull vital data to assist the Founding Director with reporting and talking points
- Utilize TSC data and data visualization tools for reporting to funders, to identify key trends, and to help inform TSC's work with the TGNC community.
- Maintain a library of grant support documents for TSC, inclusive of IRS documents, forms for coordination with SGF, biographies of staff members, demographic information, etc.
- Track, collect, and organize required documentation from TSC grantees
- Draft correspondence related to grant applications and awards to internal staff members, potential applicants, selected grantees, and funders
- Prepare informational webinars and presentations for potential applicants from community
- Recruit and onboarding grant review committee members with relevant experience for each grant cycle under the Transgender Strategy Fund
- Interface with external partners to ensure a robust external evaluation

WORK ENVIRONMENT

Work is generally performed remotely and includes significant phone and Zoom contact with TSC staff and capacity coaches, as well as external partners. A full-time schedule denotes a 40-hour work week, with opportunities to flex a schedule based on the individual's needs. Periodic travel to team meetings, conferences, and grantee convenings, approximately 12-15 days annually.

REPORTS TO

Senior Special Projects Manager

SUPERVISORY RESPONSIBILITIES

None

SALARY & BENEFITS

The starting salary range for the **Grants Manager** is \$70,000 - \$85,000 annually, based on experience. The TSC team operates on a five-day work week of 40 hours per week with flexible schedules. Each employee receives 100% coverage on health insurance, up to 15 vacation days and 15 sick days annually, and a generous holiday schedule.

TIMELINE

This application is rolling, TSC is hoping to hire by Summer 2023

TO APPLY

Please upload your resume and cover letter to this [Google Form](#). Email any questions to Carsen Beckwith at carsenb@transgenderstrategy.org

We are a group of TGNC professionals and embrace equal opportunity employment practices. Candidates who are BIPOC, nonbinary, transgender, or of transgender experience are strongly encouraged to apply as we strive to be reflective of the communities we serve.

We are an equal opportunity employer. All individuals are entitled to equal employment opportunities without regard to race, color, religion, age, disability, national origin, gender, gender identity, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, or any other class protected under federal, state, or local laws.