

EVERY PAGE FOUNDATION
JOB DESCRIPTION – GRANTS MANAGER

ABOUT THE FOUNDATION:

Every Page Foundation is a private foundation that is dedicated to being a resource and strategic partner for social change, focusing on advancing equity for women and girls, and encouraging cultural diversity and representation in the arts and sciences. EPF is incorporated in Texas and governed by a Board of Directors. Owing to its roots and family ties, EPF is committed to making a positive impact in Texas; and in order to fulfill its mission, also awards grants elsewhere that focus on systemic change on regional, national, and international levels.

BASIC FUNCTION:

The Grants Manager is responsible for managing the administrative aspects of the grant lifecycle, ensuring a seamless and efficient grantmaking process. This role provides essential support to the EPF team, supporting grants management, providing administrative assistance related to grantees and the grantmaking process, and in coordination with the Executive Director, highlighting the work of grantees on social media (e.g., Instagram, LinkedIn). The Grants Manager also plays a strategic role in improving grantmaking procedures, by ensuring compliance (e.g., eligibility, grant reports) and enhancing operational efficiency (e.g., communications, database management).

This role is ideal for someone who wants to work primarily from home, supports the mission of EPF, has experience in grants management, enjoys optimizing systems, and can balance detailed administrative work with strategic process improvement.

CHARACTER:

- Committed to the EPF's vision and mission
- Actively collaborate in strategic planning and the creation of program strategies
- Positively represent EPF to the public

PRINCIPAL RESPONSIBILITIES:

1. Grants Lifecycle and Process Management

- **Grant Application Administration:** Compile and distribute grant application materials with a summary for review by the Board of Directors
- **Grantmaking Process Optimization:** Continuously assess and refine internal grantmaking processes to increase efficiency and effectiveness
- **Grantee Relations and Monitoring:** Track grantee progress, collect and review reports, and provide technical support to applicants and grantees
- **Reporting and Data Analysis:** Maintain EPF databases with grant history, grantee contact information, exhibitions, and publications; and prepare reports on grantmaking activity, annually and historically since 2020, for the Executive Director and Board of Directors
- **Compliance and Due Diligence:** With colleagues at Bank of America, ensure that

- grants comply with all regulatory and foundation guidelines, maintain accurate documentation for auditing purposes
- **Grant Disbursement:** With colleagues at Bank of America, oversee the approval, declination, and distribution processes for grant funding, ensuring accurate and timely communication with grantee partners
- **Grant/ Grantee Publicity:** Review EPF social media accounts (e.g., LinkedIn, Instagram) and in coordination with the Executive Director, either respond to grantee posts, repost, or create posts to highlight work supported by EPF grants

2. Technology

- **Grants Management:** Oversee grants workflow and management, using the appropriate software; ensure proper data entry and system functionality
- **Process Automation and Best Practices:** Identify opportunities to automate grantmaking workflows and implement best practices in data management

3. Strategic Process Improvement and Professional Development

- Prepare summary reports that facilitate the development of grant recommendations for Board meetings.
- Work with Executive Director to evaluate the effectiveness and success of grants and the difference they make to the community.

REPORTS TO:

- Executive Director and/or Board of Directors

QUALIFICATIONS:

- **Education:** Bachelor's degree or equivalent professional experience
- **Experience:** Minimum 3- 5 years in grant management, non-profit administration, or a related field
- **Technical skills:** Proficiency with grants management software, G-Suite, and Microsoft Office suite is essential; experience with task management software (e.g., Slack), e-mail management software (e.g., MailChimp) also desirable, experience with web-based design and interface/collaboration software, (e.g., Canva, SquareSpace, Cognito Forms, and Dropbox are frequently used for grant management
- **Project management:** Strong organizational skills with the ability to manage multiple deadlines and workflows efficiently
- **Communication:** Excellent writing, editing, and verbal communication skills, with the ability to synthesize complex information clearly
- **Attention to detail:** Ability to track, document, and ensure compliance with funding policies and procedures
- **Strategic thinking:** Proactive approach to improving systems, processes, and operational efficiency
- **Collaboration:** Ability to work closely with Executive Director, Board of Directors, support team, and grantees, while maintaining professionalism and confidentiality

SALARY AND BENEFITS:

- **Salary range:** Part-time, 20- 29 hours per week (\$30,000- \$45,000 annually), based on an estimated base salary of \$70,000- \$85,000 annually, depending on experience and qualifications
- **Benefits:** Additional stipend for health, dental, and vision insurance (15% of salary), some paid holidays, sick leave, family leave

This is a mid-level, primarily remote, position that requires both administrative precision and strategic thinking. The ideal candidate will be detail-oriented, highly organized, and capable of improving grantmaking procedures to better serve the foundation's mission.

Employment with Every Page Foundation is contingent upon the satisfactory completion of a comprehensive background check, which may include criminal history, education verification, employment history, and references.

The selected candidate will be required to sign a robust Non-Disclosure Agreement (NDA) as a condition of employment to protect the company's proprietary and confidential information.

To apply: Please e-mail a cover letter and resume to info@everypagefound.org with the subject line, "Grants Manager Application – [Your Last Name]".