



Grants & Operations Manager Position Profile

Overview

Kaphan Foundation is a Seattle-based family foundation that invests \$25–40 million annually to advance democracy reform, human rights (civil liberties, immigrant justice, and reproductive rights), and independent media in the United States and Peru. It was established in 2005 and is overseen by its founders who serve as President and Vice President.

Opportunity

The Grants and Operations Manager is a newly created position reporting directly to the President and Vice President. This is an opportunity for someone who enjoys working closely with decision-makers and wants day-to-day responsibility for grants and operations management in an impact-driven foundation.

Though the Foundation has been making grants for twenty years, it continues to operate with the ethos of a startup. Everyone wears multiple hats, priorities can shift as opportunities arise, and no task is too small. The person in this role will enjoy variety, be comfortable adapting to changing needs, and take satisfaction in helping a lean organization run exceptionally well.

The position is based in Seattle and is 60% time (three days per week).

Position Summary

Reporting to the President and Vice President, the Grants and Operations Manager is responsible for ensuring that Kaphan Foundation's grantmaking process is well-organized, responsive, and executed with the highest standards of quality and integrity. They ensure the Foundation's day-to-day operations run smoothly.

Key Responsibilities

Grants Management

- Administer the full lifecycle of the Foundation's 70+ active grants, from application intake, due diligence and review through award processing, tracking, reporting, and closeout.

- Oversee the grantee check-in and renewal process for five annual docket meetings ensuring all systems are aligned with meeting dates, required grantee materials are in portal, and Zoom meetings are scheduled.
- Serve as the primary point of contact for grantees and provide support as needed.
- Maintain and update grantmaking templates (e.g., guidelines, applications, agreement letters, emails, reporting templates) and workflow documentation.
- Coordinate and support meetings between the President, Vice President and current or prospective grantees.

Database Administrator

- Serve as the Foundation's day-to-day Salesforce user working with specialist consultants on trouble shooting, configuration and technical changes.
- Run and maintain reports and dashboards in Salesforce.
- Manage user (grantee) permissions on Salesforce grantee portal.
- Trouble shoot for grantees using the portal and escalate technical issues to consultants as needed.
- Ensure grantee records on Salesforce are up-to-date with current contacts and data hygiene maintained throughout the system.

General Foundation Operations

- Provide administrative and operational support to President and Vice President to ensure the Foundation functions efficiently.
- Manage all aspects of both internal and external meetings—scheduling, documentation and follow up.
- Manage external correspondence to ensure all queries are answered graciously and in a timely manner.

Ideal Candidate

The ideal candidate is a foundation professional who is experienced, skilled, and passionate about grants and operations management. They are intellectually curious, collaborative, highly responsive, service oriented, proactive and have an eye for detail. They are comfortable working within established systems and refining them over time, communicate exceptionally well, and exercise sound judgment in day-to-day operations. An interest in one or more of the Foundation's focus areas is essential. We value kindness and strive to be thoughtful partners to our grantees and to one another. Spanish language skills would be valued but are not required.

Qualifications

- 5+ years of grants management and foundation administrative experience, ideally at a leanly staffed family or private foundation.
- Competent Salesforce user (or experience with a comparable grants management database); able to work effectively with Salesforce consultants on system changes.
- Comfortable working within and refining existing systems and processes.
- Skilled at project management, setting and meeting deadlines, time management, and prioritization.
- Excellent cross-cultural skills, including the ability to communicate with people at all levels and from various backgrounds.

Location, Salary and Benefits

This position is based in the Seattle area (no exceptions). All employees work from home and are provided with a laptop; in-person meetings with foundation officers, staff, grantees and prospective grantees visiting Seattle occur regularly. The position is part time at 3 days per week or 60% time; the fulltime equivalent salary range is \$120,000 - \$130,000 depending on experience. The selected candidate will have flexibility to structure their 3 day work week. The Foundation supports its employees with a strong, high-value benefits package. Medical premiums are fully covered for employees; vision and dental are available for a minimal co-pay. Additional benefits include a 401(k) plan with an employer match, a cell phone allowance, generous vacation/sick leave, and a gift matching program.

To Be Considered

Please submit your resume and a thoughtful cover letter expressing your interest in the position and fit for the role to info@kaphanfoundation.org with **GRANTS & OPERATIONS MANAGER** in the subject line. Applications received by September 25, 2026 will be given priority consideration, with the position open until filled. Interviews will take place in October. We hope to make an offer in October with an anticipated start date in November.