



THE  
KLARMAN  
FAMILY  
FOUNDATION

**Grants Management Associate**  
Boston, Massachusetts

## THE KLARMAN FAMILY FOUNDATION

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The **Klarman Family Foundation** seeks to identify areas of unmet need and to advance solutions to addressing them. Their intention as a Foundation is to help make measurable progress in improving the lives of others. Founded in 1990, The Klarman Family Foundation granted approximately \$90 million in 2023 to advance its philanthropic interests.

The Foundation's work is guided by the following principles and values:

- Approaching their work with a seriousness of purpose and evaluative rigor, and with an openness to tackle issues in new ways.
- Approaching their work with a sense of urgency and willingness to invest based on the opportunities to make a difference, rather than the limits of an annual grantmaking budget.
- A belief that the preservation of democratic norms lies at the core of all of their work and that a healthy democracy is crucial to all the Foundation seeks to achieve.
- A commitment to acting in partnership with other funders as opportunities to learn and leverage greater impact.
- Applying what they learn to improve their philanthropic practices and outcomes.

The Foundation's grantmaking spans several areas of interest:

- Ensuring a healthy democracy.
- Advancing health equity and community wellness.
- Strengthening vibrant communities.
- Supporting Jewish communities and Israel.

These issues are complicated, requiring new and creative thinking and persistence over time. With a commitment to learning and assessing impact, these categories and strategies may evolve, but the dedication to applying best practices in philanthropy will remain unchanged.

## THE OPPORTUNITY FOR YOU

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The **Grants Management Associate** is a member of the grants management team, which focuses on maximizing the impact and effectiveness of grantmaking at the Foundation. Working on every program and on every grant, the grants management team is a critical partner in the management and implementation of the "how" of program strategies. The team designs systems to interact with grantees, manage the grant lifecycle, aggregate information, analyze data, and share learning and best practices. Highly regarded across the Foundation for their expertise and

collaboration, the grants management team prioritizes and values creativity, flexibility, curiosity, use of best practices, and mutual support.

Grants Management staff work as respected resources, thought partners, and catalysts for innovation, and partner with program teams and collaborate closely across operational and administrative functions to facilitate the grantmaking process and achieve foundation goals. They also engage across all levels of the foundation by leading cross-organization projects, committees, and initiatives. From developing and refining tools and processes, to implementing systems and advancing best practices, grants management staff play a pivotal role in all grantmaking activities and have a valued voice in all aspects of the foundation's work.

The ideal candidate will be an effective project manager with the ability to provide proactive grants management support across the Foundation, a curious, self-directed problem solver, and a strategic thinker with strong attention to detail and a process and systems mindset.

## **YOUR POTENTIAL IMPACT**

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Reporting to the Director, Grantmaking Operations & Information Technology and working closely with the Senior Grants Officer, the Grants Management Associate will support day-to-day operational aspects of the Foundation's grantmaking processes and procedures. Primary duties and workstreams of the Grants Management Associate are expected to include:

- Support the grantmaking lifecycle, keeping pulse on key milestones and deadlines and proactively initiating related processes and workflows
- Uphold and promote best practices and standards around data collection, entry, management, and reporting, including with an equity lens
- Perform pre- and post-approval grant processing and data entry, including intake of grantee submissions, assigning and monitoring various workflows, coordinating with finance on grant payments, and ensuring record completeness and data integrity
- Provide process and data entry guidance and follow up to staff and grantees, including maintaining grantmaking projections with program staff
- Support configuration, testing, reporting, troubleshooting, and training for the GivingData grantmaking system
- Create and maintain documentation of grants management and GivingData processes and procedures
- Manage the Foundation's employee matching gift program
- Produce routine and ad-hoc grantmaking reports and analysis for both internal and external audiences
- Support the Foundation's capacity to use data for improved planning, learning, communication, and decision-making
- Support the development of insightful products/tools (e.g., visualizations, dashboards, memos, and presentations) to communicate grantmaking data and analysis to Foundation staff and Trustees
- Assist with internal project support, as needed

## **THE SKILLS YOU'LL NEED**

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The Klarman Family Foundation recognizes that a person's skills and competencies can be gleaned in myriad ways, including via life experience. If you do not meet all the qualifications listed, you are still encouraged to apply for this position.

Ideal candidates will have at least 3-5 years of relevant professional experience, strong database and project management skills, and be able to balance attention to detail with an engaging, consultative, relationship-focused approach to working with people.

Core competencies include:

- Exposure to the nonprofit sector and grants management preferred
- Proficiency in Microsoft Office Suite required; intermediate to advanced skills in Excel (e.g., charts, graphs, pivot tables) preferred
- Experience entering, searching for, and extracting data in/from relational databases required; experience with fundraising or grantmaking systems a plus
- Ability to communicate effectively, collaboratively, and diplomatically across a broad range of internal and external stakeholders
- A proactive nature with an ability to identify unmet needs; develop and carry out solutions
- Ability to work both independently and collaboratively in teams
- Project management, multi-tasking and prioritization skills with experience meeting deadlines
- Flexibility and agility to make connections across content areas, with an appreciation for the intersections among issues
- Good judgement, resourcefulness and ability to problem-solve, troubleshoot, and follow projects to completion
- A strong sense of teamwork, humor, and integrity
- A collaborative orientation coupled with the ability to manage up and across an organization

We estimate the salary range for this exempt position is \$65,000 - \$85,000, commensurate with prior experiences and skills. Comprehensive benefits for this position include paid leave, health and dental insurance with a flexible spending account and dependent benefits, a transit account, and a 403(b)-retirement plan. The Foundation is committed to professional growth and development for all employees, and to the continued learning and practice required as an organization to build and foster a diverse, equitable and inclusive workplace.

All Foundation employees are required to be vaccinated for COVID-19 as well as boosted, and the Foundation will require any new employees to be fully vaccinated and boosted by their date of hire as well, absent a medical or religious accommodation as approved by the Foundation.

This position is based in The Klarman Family Foundation's Boston office and is eligible for a hybrid office/working from home schedule with a weekly in-office requirement.

## TO APPLY

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More information about **The Klarman Family Foundation** may be found at: [www.klarmanfoundation.org](http://www.klarmanfoundation.org)

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume to our staffing partner via email at: [TheKlarmanFamilyFoundation@thepanthergroup.com](mailto:TheKlarmanFamilyFoundation@thepanthergroup.com).

***The Klarman Family Foundation's commitment to diversity includes the recognition that our mission is best advanced by contributions of people of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects the diverse communities that we serve is a priority, and we encourage applicants of all ages, cultures, races, colors, religions, national or regional origins, disability status, sexual orientation, gender identity, veteran status or other status protected by law.***