



## Circle for Justice Innovations

**Vacancy:** Grants Management Associate Full-Time

### Summary

**Circle for Justice Innovations (CJI)** is seeking an enthusiastic and highly organized **Grants Management Associate** to support our Funds' online grants management system. The Associate will join a growing Programs team committed to developing systems and processes that support staff and grantee partners. The Associate will work with the organization's Program Department and Operations Department to ensure that our grants management process has the highest level of integrity and that the organization is able to learn from the decisions of the grants management process. The ideal candidate will have a desire to learn about philanthropic giving and experience in administering data systems and tracking organizational and grantee outcomes. The Grants Management Associate will report to the Director of Programs.

### About the Circle for Justice Innovations

CJI brings together activists and donors to identify, fund and nurture grassroots organizations that engage communities in transforming the U.S. criminal legal system. Over the last 20 years, CJI has funded over 300 grassroots organizations in 30+ states that are impacting a diverse set of criminal justice issues such as shackling imprisoned women during childbirth, stop and frisk, private prisons, the school-to-prison pipeline, abuse-to-prison pipeline, juvenile justice, solitary confinement, bail reform, law enforcement accountability, family separation

and immigrant detention. We're seeking a criminal justice professional, previous justice-involvement a plus, who can help us expand our work and build deeper community coalitions.

**Responsibilities include:**

- Manage the Funds' grants management software (Submittable), including maintaining integrity of data, serving as the first point of contact for staff and grantees who need support using the system, managing upgrades, accessing data and generating data reports from the system as needed.
- Acquire and provide data to the Development Department to support CJI fundraising and fund maintenance.
- Support the Program Department by monitoring the pipeline of grant opportunities, compiling materials for and monitoring follow up from the Circles, maintaining notes and facilitating technological support for Circle meetings and assisting the Program Director with managing the programmatic schedules of CJI Circles.
- Review all grant materials, participate in meetings with Circle Members, prospective grantees, and support staff with revisions.
- Create and maintain documentation of all grant processes and policies.
- Partner with all internal departments to maintain a system for collecting, tracking, and utilizing grantee reports, grantee profiles, updates and developments.
- Compile and analyze grant and portfolio data that can be used for internal portfolio reviews and Steering Committee meetings.
- Partner with program staff to maintain electronic files related to all aspects of the grants cycle.
- Assist the Operations Department in collecting information related to stipends, travel expenses and honoraria for all programs' events and activities.
- Stay informed of best practices in the grants management field, share findings with the broader team, and recommend improvements to the grants management process.
- Actively work to support other members of the team and cultivate an organizational culture that is highly collaborative and supportive.
- Collaborate internally to advance Circle for Justice Innovations strategy and mission.
- Represent the Circle for Justice Innovations in a manner that is consistent with our mission.

## **Education, Experience, and Skills Requirements:**

- Passion for strengthening the Social Justice Movement.
- Tech savvy and a quick learner with new software systems, and proficiency with MS Excel and databases required.
- Track record of providing high quality, timely results.
- Comfort working in a diverse work environment (race, age, religion, gender, gender expression, sexual orientation, income, ability, class, experience of incarceration/detention, etc.).
- Excellent written and oral communication skills and attention to detail required.
- Flexibility and initiative to work both independently and as part of a team.
- Familiarity and comfort level with grants management databases, including making administrative fixes and upgrades (knowledge of Submittable a plus).
- Demonstrated experience handling multiple assignments simultaneously.
- Professional maturity, courtesy, ability to exercise discretion, and good judgment required.
- Willing to take on other tasks as assigned.
- Position is based in New York City (work is currently remote and is negotiable after offices reopen - likely in 2021).
- Bachelor's degree required (or equivalent experience).
- 3-5 years relevant experience with knowledge of grant making from philanthropy or nonprofit space is a plus.

**Compensation:** Salary is competitive and based on experience and qualifications. Excellent benefits package.

CJI is a project of NEO Philanthropy Inc. It is the policy of NEO to afford equal employment opportunity to all qualified persons regardless of history of incarceration, race, color, religious creed, national origin, age, military status, pregnancy status, sexual orientation, disability, genetic information, gender identity, gender expression or gender.

People directly impacted by the criminal justice or immigration system; with a previous history of incarceration; women; people of color; LGBTQI people; and people with disabilities are encouraged to apply.

**How to apply:** Please email your resume and cover letter to [cjstaffing@gmail.com](mailto:cjstaffing@gmail.com) by October 30, 2020. For consideration, please use the following format in the subject line or your email: "FIRSTNAME LASTNAME\_GRANTS MANAGEMENT ASSOCIATE\_CJI2020"