



Job Description Grants Associate

The Leakey Foundation offers an excellent opportunity for an experienced professional to join this iconic non-profit. We will soon celebrate 56 years of funding scientific research and sharing those discoveries with the world through educational outreach.

The Leakey Foundation is looking to add a part-time Grants Associate to our team. The ideal candidate is professional, personable, and a self-starter who enjoys learning new things. This role requires someone who is detail-oriented, tech-savvy, and very organized. We are looking for someone capable of handling complex processes with a high degree of accuracy. Being part of our collaborative team, which includes dedicated and creative individuals, we hope to add a team player with excellent interpersonal skills. STARs (workers Skilled Through Alternative Routes) are encouraged to apply; a 4-year degree is not required for this role.

Located in San Francisco, The Leakey Foundation offers excellent benefits and a competitive salary. This position reports to the Grants Officer, will work closely with the Scientific Executive Committee, and will engage with the Board of Trustees.

Responsibilities

Pre-award activities:

- Conduct grant application audits, ensuring grant applications are complete and compliant
- Prepare and update documents for the peer and scientific review process
- Support the peer review process: Respond to questions and troubleshoot technical issues
- Prepare board meeting material, including preparing and proofing meeting documents, creating charts and graphs, and creating presentations
- Take notes during grant conference calls and grant committee meetings
- Attend virtual and in-person board meetings and granting sessions

Post-award activities:

- Manage the post-award process: Issue contracts, collect documentation, and submit wire requests
- Track all post-award grants and be able to answer questions quickly about the status and outstanding deliverables
- Periodically pull reports upon request

- Conduct annual compliance audit: Enter required documents as they are submitted and ensure that all grants are in compliance
- Process refunds as they are submitted
- Manage institution transfers upon request

Other Responsibilities:

- Serve as the primary contact for questions related to applications and existing grants.
- Update grants department procedures documentation as the process and technology change
- Improve the user experience for applicants, grantees, and reviewers. Collect ongoing feedback and make enhancements as needed

The ideal candidate will possess the following skills and proficiencies:

- A sincere interest in The Leakey Foundation's mission and vision
- At least five years of experience in a professional setting or the equivalent in education
- Expert inbox management skills: Can process a high volume of emails
- Process-driven: Proficient at owning processes, minimizing errors, and maintaining efficiency
- Tech-savvy: Proactive in learning new technologies. Quickly become a power user of new technologies by taking the initiative to explore and learn all features and capabilities
- Proficient in MS Office, Google Suite, and Adobe Acrobat
- Proficient in database management
- Strong written and verbal communication skills: Ability to interact effectively and respectfully with different kinds of people regardless of age, race, gender, sexual orientation, or cultural background
- Customer service skills: Maintain a positive attitude and professional demeanor with all team members, partners, and constituents of the organization
- Enthusiasm for diving deep to understand the root cause of issues
- Must be accurate, detail-oriented, and organized
- Strong organizational and planning skills

Founded in 1968, the mission of The Leakey Foundation is to increase scientific knowledge, education, and public understanding of human origins, evolution, behavior, and survival.

The Leakey Foundation is an equal opportunity/affirmative action employer.

This is a part-time position- 22.5 hours per week. There may be an infrequent need to work some weeknights and weekends. Salary is commensurate with experience. Benefits include paid time off and may be eligible for pro-rated health insurance. The work is based in The Leakey Foundation's

office in San Francisco, California, and a physical presence in the office will be necessary, although telework will be possible.

Application Instructions To apply:

- Send an email with attachment(s) to sharal@leakeyfoundation.org
- In the email subject line, write APPLICATION- GRANTS ASSOCIATE
- Attach: 1) a cover letter, 2) a résumé or CV, 3) a list of three references with contact information.
- Applications will be accepted until the position is filled