GRANTS ASSISTANT POSITION
AGUA FUND
Washington, D.C.

About the Fund:
The Agua Fund (Agua) is a grantmaking foundation dedicated to improving the quality of life through support of work to protect the natural environment, and to help the disadvantaged and underserved. Agua provides general operating and program grants nationally and in priority regions focusing on the environment, civic engagement, and social services, awarding on average $3 million per year to qualifying 501(c)(3) charitable organizations.

Agua’s staff currently is working remotely due to the COVID-19 pandemic; however, this position will be expected to work from our office in Washington, D.C. once conditions allow us to resume working in-person.

About the Position:
The Grants Assistant will manage Agua’s online grants management platform, monitor Board-directed grants, provide administrative support to the executive director and program officer, and conduct research on program related issues. This is a full-time position located in Agua’s Georgetown office, and will report to the executive director.

Major responsibilities include:

- Overall grants management for the Fund
  - Serve as primary point of contact to grantees during the grant application process.
  - Expertly manage grants platform and tracking spreadsheet.
  - Track deadlines for proposal and report submissions.
  - Develop knowledge of program areas and how they relate to Agua’s mission.
  - Prepare for and participate in site visits and conferences as requested.
  - Monitor Board-directed grants.
  - Survey grantees and peer foundations to evaluate current grant platform’s ease of use against alternatives and make recommendations for improvements.
  - Continually enhance the grants management processes for staff and grantees, and increase efficiency.
  - Build grants management skills through webinars, research and other self-directed actions.
  - Engage in periodic travel to conferences, site visits and Board meetings.

- Provide administrative support to staff and Board
  - Support executive director and program officer including assisting with correspondence, scheduling, electronic filing, and updating contacts.
  - Assist with preparing Board documents including meeting materials and regular updates.
  - Assist with logistics for Board meetings and other events including site visits.
  - Manage calendar of quarterly staff objectives.
  - Maintain calendar and schedule meetings for executive director, as needed.
• Prepare check requests and invoices.
• Coordinate and maintain Agua’s memberships and subscriptions.
• Participate in Board and staff meetings as requested.
• Manage website.

• Research
  • Track trends in policy, scientific research and conservation impact investments relating to Agua’s priorities on environment, civic engagement and social services, as directed.
  • Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles; circulate as appropriate.
  • Provide other basic research to support grantmaking.

Qualifications:
  • Graduate degree in policy and/or environmental studies, or a combination of bachelor’s degree and a minimum of 4 years relevant subject matter and administrative experience.
  • Experience with philanthropy or non-profits helpful but not required.
  • Deep interest in advancing sustainability goals.
  • Deep interest in working in an organization committed to the principles and practices of diversity, equity, inclusion and justice.
  • The highest professional and ethical standards.
  • A self-starter, excited to learn new skills, problem solver, detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
  • Ability to work both independently and as a team player.
  • A critical thinker with excellent writing and editing skills.
  • Ability to work well in a small office.
  • Excellent interpersonal skills with ability to communicate effectively with colleagues, Board members, grantees, funding partners and stakeholder groups.
  • Sense of humor.
  • Discretion, and sound judgement, including in maintaining non-public information in confidence.
  • Knowledge of Microsoft (MS) Office Suite (including strong Excel skills), databases, and/or grants management platform(s).
  • Experience working with budgets and financial documents a plus.
  • Ability to travel domestically as requested.

Compensation: Salary is $55,000 plus generous benefits including vacation, health, and retirement. Salary commensurate with experience. The Agua Fund is an Equal Opportunity Employer.

To Apply: Please email a cover letter and resume Attn: Ann Mills, Executive Director to agua@aguafundinc.org. For best consideration, apply by March 15, 2021. Please, no telephone inquiries.