

Position Title: Grants Administration Associate

Compensation: \$55,000 - \$69,000

Reports to: Director of Institutional Advancement

Position Summary

The DC Fiscal Policy Institute (DCFPI) seeks an organized and planful person to join our organization as a full-time Grants Administration Associate. As the Grants Administration Associate, you will play a key role in DCFPI's sustainability and financial solvency, helping to manage and implement fundraising initiatives that support an ambitious policy agenda for an antiracist, equitable DC. This new role reports to the Director of Institutional Advancement and is a great opportunity for someone with strong administrative and data management skills, with a commitment to racial and social justice that desires to grow personally and professionally in a supportive culture.

The ideal candidate will have at least two years of nonprofit experience working with grant administration, maintaining data hygiene, streamlining internal processes and practices, coordinating event logistics, and providing administrative support. If you are organized, self-motivated, and a problem solver passionate about equity and justice, this position might be for you!

Primary Responsibilities:

- Support the full integration of the organization's CRM and manage advancement data, including data storage, cleaning, and analysis.
- Manage gift processing and collaborate with the finance department, including gift entry, tax receipt generation, and record-keeping.
- Generate donor reports, mailing lists, and other metrics related to fundraising campaigns.
- Support managing relationships with foundation partners, financial consultant, and other principal donors.
- Support grant administration, including cross-team collaboration with the Policy and Communications Teams.
- Conduct foundation prospect research and individual donor wealth screenings and data collection as needed.
- Support the Leadership Team with administrative tasks, file management, meeting schedules, project budget development and tracking, board management, and staff engagement.
- Support DCFPI events, including planning and coordination for signature DCFPI events, community events, and other core fundraisers.

What We Hope You'll Bring:

- Strong organization and data management skills, solid writing skills, and attention to detail.
- Experience managing grant proposals and reports.
- Excitement to collaborate with people from diverse backgrounds and lived experiences.
- A superior team player; ability to maintain collaborative and team-oriented relationships with staff, and foundation program officers.

- Experience with a CRM required, preferably Little Green Light; must have fluency in Microsoft Office and Google Suite.
- Experience with Microsoft office suite, with superior to advanced familiarity with Excel.
- Bachelor's degree required.

Compensation

This position's salary range is \$55,000 – 69,000; excellent benefits include health insurance, dental and vision care, life and long-term disability insurance, retirement and generous vacation leave, sick leave, and holiday schedules.

About DCFPI

The DC Fiscal Policy Institute conducts timely and foundational research and analysis for an equitable tax, budget, and policy agenda that centers those most harmed by racial and economic exclusion. We do this to expand collective understanding of how oppressive structures shape past and present inequities and to create a strong evidence base for rejecting racialized austerity politics and embracing policies rooted in shared abundance.

DCFPI strategically communicates with and educates decision-makers, partners, and the public to increase salience, resonance, and prioritization of policies that advance racial and economic justice among partners and policymakers.

DCFPI commits our analytic, legislative, and strategic skills and capacities to support partners and build collaborative campaigns for strategic alliances. We do this to ensure more unified and powerful voices advocating for collective vision and goals that are responsive to the experiences of residents facing racial and economic oppression.

How to Apply

Please submit a cover letter and resume to todd@dcfpi.org. Applications will be considered on a rolling basis. The email subject line should be "Grants Administration Associate."

DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, age, sex, marital status, sexual orientation, gender identity, gender expression, genetic information, credit information, pregnancy or parental status, family responsibilities, personal appearance, creed, military or veteran status, religion, ancestry or national origin, union activities, disability, or other status protected by applicable law.