



Grants & Technology Manager

Boston, MA

EXECUTIVE SUMMARY

The **One8 Foundation**, a family foundation that provides financial and strategic support for select grantees whose work aligns with the Foundation's issue areas, is seeking an experienced, highly motivated, process-oriented, and mission-driven professional to serve as the organization's **Grants & Technology Manager**.

The Manager will primarily be tasked with the management and continual improvement of the foundation's accounts payable and grant payment systems ensuring that all financial and grant information is accurate and in compliance with private foundation legal requirements. A successful Manager will be a creative and innovative problem-solver with a deep understanding of grants management and accounts payable systems, and an orientation toward continuous systems improvement. The Manager will also be responsible for oversight of office technology, both direct hands-on problem-solving issues with staff and partnering with the One8 IT vendor to address more complex technology challenges. The Grants & Technology Manager will proactively resolve all problems in a timely manner and make recommendations for improvements to financial, technology and grant making systems where needed so that all processes continue to be efficient.

This search is being conducted by [NPAG](#). Application instructions can be found at the end of this document.

ORGANIZATIONAL OVERVIEW

Founded in 2006, the One8 Foundation's mission is to increase the success of nonprofit organizations with the highest potential to achieve breakthrough results in the foundation's issue areas. The One8 Foundation does this by pursuing a venture philanthropy approach – identifying a highly selective set of grantees to support with meaningful funding and deep strategic engagement. Supporting nonprofit organizations in both the United States and Israel, the foundation's model combines grant-making and pro-bono consulting with key strategic grantees.

The foundation is focused on nonprofits that address: [Education Excellence for All](#) (U.S. K-12); [U.S. At-Risk Youth](#); [Jewish Continuity](#); and [Israel Understanding](#). The One8 Foundation also provides direct support in its local community of Massachusetts to assist families in need and help them improve their own lives. The organizations that the One8 Foundation believes are most promising have game changing ideas, excellent leaders, measurable results, and sustainable approaches. The One8 Foundation is committed to identifying and providing meaningful support to the select set of nonprofits that achieve results and have the greatest potential to create large scale, sustained change.

OPPORTUNITIES AND CHALLENGES FACING THE GRANTS & TECHNOLOGY MANAGER

Bringing a wealth of expertise in accounts payable and grants management and a keen eye for processes and systems, the Grants & Technology Manager manages and continually improves the Foundation's AP and grant payment systems and provides for the effective and efficient management of technology and office equipment for the One8 staff. Reporting to the Director of Operations & Administration, the new Manager can expect to engage the following opportunities and challenges:

Manage and Improve Accounts Payable and Grants Management Systems

- The new Manager will bring a fresh perspective and a working knowledge of best practices and technologies in the field and apply them to the improvement of the Foundation's existing systems and processes. The Manager will have an opportunity to find new and innovative ways to improve the various applications and systems currently in use at the Foundation.
- Issue monthly and quarterly reports summarizing grant commitments, grant payments and anticipated quarterly funding needs when needed.
- Ensure efficient and effective processes for grants administration including the management of the Salesforce grant database, review of grant agreements, vetting of new and existing grant recipients and timely payment of all grants. Manage the Salesforce database including maintenance of accurate data, training of database users, customizations and report generation.
- Establish and maintain internal record keeping and reporting systems to ensure that all financial systems are up-to-date, accurate and reconciled.
- Maintain the vendor and grant payment systems, including facility invoices, grant agreements and payments, contracts, credit card invoices and employee expenses, working with the external accounting firm and staff to ensure that the information and systems are accurate and all payments are issued in a timely manner.

Provide Oversight and Timely Problem-Solving for All Office Technology

- In partnership with the One8 IT vendor, the Manager will oversee office technology resolving all outstanding hardware and software issues related to the facility, office equipment and staff computers. Direct the IT consultant to price, order and install new equipment. Research and stay abreast of technological developments and make recommendations for system improvements on an ongoing basis in order to support staff and promote staff efficiency and effectiveness.
- Update the One8 website when needed ensuring that information is both current and accurate.

Manage Special Projects to Drive Systems Improvement and Operational Excellence

- The new Manager will be expected to manage special projects for the Director, developing workplans and executing against those plans in a timely and effective manner.
- Work with the management team on operating budget development, monitoring of actual spending against budget and ongoing oversight.
- Review and process all new consultant contracts including contract execution through DocuSign, maintenance of w-9 forms and payment schedules, ensuring for accurate documentation and timely payment of all contracts.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate will be an innovative, mission-driven, and proactive problem-solver who can improve on existing processes and create new ones where necessary. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

- Experience in cloud-based AP/financial management systems, such as Bill.com and InTacct, as well as a general understanding of accounting principles, GL accounts and coding, budget tracking and financial report generation; a background in accounting is a bonus.
- Must have experience working in a grantmaking environment and have in-depth knowledge of the grantmaking processes and regulations. Experience working with Salesforce database or other grant management platform preferred.
- A problem-solver who is driven by the desire to improve systems and processes to increase efficiency and reduce errors.
- A highly detail-oriented project manager with excellent organizational skills and the demonstrated ability to prioritize and manage multiple tasks with great attention to detail and outstanding follow through.
- Excellent communication and teamwork skills; ability to work collaboratively with teams in a fast-paced work environment.
- A tech savvy professional capable of troubleshooting basic technology issues and working collaboratively with staff and external consultants on creative solutions.
- High emotional intelligence, a mature, professional demeanor and strong work ethic. High degree of discretion, integrity and sensitivity in working with confidential materials. Customer service orientation.
- A minimum 5 years administrative experience and a college degree.
- Strong Microsoft Office skills including Word, Excel, Outlook, and PowerPoint.

COMPENSATION

The salary will be commensurate with experience and includes exceptional benefits.

TO APPLY

More information about the One8 Foundation may be found at: <https://www.one8.org/>.

This search is being led by [Allison Kupfer Poteet](#) and [Andres Marcuse-Gonzalez](#) of NPAG. 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 via NPAG's [candidate portal](#).

**One8 Foundation is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply.**