

GoodCitizen

Waverley Street Foundation
Grants Manager
Location: San Francisco, CA

Cultivating a healthy, just and joyful world where communities are key to unlocking climate solutions.

About Waverley Street Foundation

Waverley Street Foundation (WSF) builds and supports solutions seeded in communities, where enduring change grows from the ground up. The Foundation is especially eager to partner with communities that are already enduring severe impacts of climate change and that deserve a central place in solutions. WSF prioritizes representation, diversity, equity, and inclusion in all facets of its work.

Unlike most philanthropies, WSF will spend down its assets—approximately \$3 billion—over the next nine years, a decision that empowers it to support not only sensible and pragmatic solutions but also daring bets and breakthroughs that can alter the trajectory of the climate crisis and unlock a new and better future for humanity. WSF is working toward a fifty percent reduction in carbon pollution by 2035 through supporting community natural farming and renewable energy solutions that benefit people.

Waverley's approach to renewable energy and natural farming at the community level focuses on enhancing local engagement and leadership while significantly reducing carbon emissions. This strategy aims to improve people's lives by cutting carbon pollution, fostering environmental and improving human health, and boosting economic opportunities through the adoption of sustainable practices. This holistic strategy not only benefits individual communities but also sets the foundation for broader societal change, demonstrating the power of sustainable practices in driving community benefits and positive outcomes.

Waverley operates within a vast web of existing climate activity. They collaborate with other sectors to amplify collective impact. Their focus on community-level implementation is designed to complement this broader work, ensuring that communities are active participants and beneficiaries of larger-scale climate efforts that can grow exponentially past the end of WSF's spend-down.

The Opportunity

Waverley Street Foundation has ten years to invest the entirety of its endowment in order to reduce carbon emissions by half. This spend-down goal will require rapid deployment and a grants management process and administration that centers

access, equity, responsiveness to community, and WSF shared strategies.

Reporting to the Director of Grants Management, the Grants Manager will be a key member of a dynamic and rapidly expanding philanthropic organization and provide strategic and tactical support to maximize WSF's impact and effectiveness. The Grants Manager will develop grants management tools and processes and implement systems using innovative and best practices. The Grants Manager will collaborate across WSF to design systems to best engage international and domestic grantee partners, manage the full lifecycle of all grants, collect and analyze data, and continuously improve grantmaking through leading trainings and implementing new practices.

In joining a newly created team, the Grants Manager will align and strengthen the growing grants management infrastructure. This expert will be responsible for supporting all aspects of WSF's grants program, from application to evaluation, while maintaining compliance with the foundation's policies and objectives. The successful candidate will collaborate with internal teams, external partners, and grant applicants to facilitate the effective distribution of funds. This is a perfect opportunity for a nimble and creative grants management professional whose range will readily accommodate both an evolving internal grants management infrastructure and strategic design for best-in-class grants administration.

As this is a new organization, it is expected that the role will evolve over time; comfort operating within ambiguity and an entrepreneurial spirit are critical for success. The right candidate will be excited by the prospect of building, influencing, and leading grants management to facilitate greater efficiency, efficacy, and global impact.

Key Responsibilities

Strategy

- Support a comprehensive and shared vision for the future of grants management that strategically advises and collaborates with the Director of Grants Management and another Grants Manager, programmatic staff, and administrative functions across the foundation.
- Audits and assesses existing grants management processes, tools, and capacities to inform strategic planning and implementation.
- Lead aspects of grants management planning, evaluation, and improvement efforts.

Grants Management and Systems

- Manage all aspects of the grant workflow and infrastructure (processes, policies, guidelines, systems); proactively identify and propose workflow improvements ensuring updates and documentation is shared across the foundation.
- Maintain and update grantmaking templates (e.g., application, agreement letters, reporting requirements) in partnership with the General Counsel and senior leadership.

- Collaborate with program staff to ensure an accessible grants application process, effective administration of funds, and equitable grantee partnerships; train program staff on Grants Management System (GMS) and grants management.
- Serve a primary point of contact in partnership with external GMS vendor and internal staff to manage database; plan any future systems changes to improve grants management.

Continuous Improvement and Compliance

- Lead with a continuous improvement orientation by integrating feedback mechanisms (with internal staff and grantee partners) for early detection of problems and responsive operational improvements.
- Collaborate with WSF's Learning and Evaluation Directors to develop and manage a framework for collection and use of data to advance learning, leadership decision making and strategic goals.
- Promote and create a culture of learning and knowledge sharing around grants and grants practices to support program staff across the foundation.
- Partner with the legal and finance staff to ensure compliance with U.S. and international regulations and institutional policies across all grantmaking activities and manage risk assessment.

Ideal Candidate

The Grants Manager will be motivated by WSF's mission to advance equitable and transformative solutions to the climate crisis. This person will have experience with international and domestic grants management along with GMS platforms. They will be an advisor, project manager, analyst, and problem solver who centers innovation and has a key eye for details. As an advisor to the ongoing development of internal infrastructure and systems, the successful candidate will be data driven and systems thinker. Experience supporting GMS development and implementation is a distinct advantage.

This Grants Manager will have a background in successfully building internal and external partnerships in order to create and implement strategies that advance the foundation's goal of a highly effective and equitable grants management. As WSF continues to evolve and expand its staff and impact, it will be critical for this person to be an exceptional communicator (written and oral), active listener, and teammate who values teaching and learning. A comfort with ambiguity and competing priorities is vital.

Qualifications

With the understanding that no one person will offer every desired skill and characteristic outlined below, compelling candidates will offer much of the following:

- 5+ years of grants management experience at a philanthropic organization with

international and domestic programmatic strategies.

- A deep understanding of international and domestic compliance and financial regulations.
- A strong systems orientation with a background of successfully improving and enhancing existing approaches and developing new solutions.
- A demonstrated ability to develop and implement complex projects and/or formulate institutional-level policy and practice, preferably within a philanthropic or social sector institution.
- A client-service orientation and ability to seamlessly engage across internal functions and external partners.
- Skilled at project management, setting and meeting deadlines, time management, and prioritization.
- Excellent cross-cultural skills, including the ability to communicate with people at all levels and from various backgrounds.
- An approachable expert—someone who leads with warmth and humility, speaks with confidence, enjoys sharing knowledge and is patient in bringing others along.
- Skilled at leading through influence, a natural collaborator, and possess a strong team orientation.
- A high capacity for working, building, and collaborating in a rapidly evolving organization.

Location and Salary

This position is based in the San Francisco Bay area, reporting to the office at least three days a week. This role requires some travel, domestically and internationally.

WSF provides compensation commensurate with individual skills, qualifications, and experiences relative to the requirements of the role. The salary range for this position is \$130,000-160,000. In addition to salary, this position includes a comprehensive benefits package that includes health, dental, and vision insurance, 401(k) plan with employer match, paid time off, and other perks.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the [“Become a Candidate”](#) button. Letters may be addressed to Martens Roc.

Applicants applying by Monday, February 17th, will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by Waverley Street Foundation to lead this search. For questions, please contact:

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