



Join Our Team!

Position: Team Coordinator, Grants and Partnerships

The Nathan Cummings Foundation is seeking a highly motivated and dynamic individual to join our team as the Team Coordinator (the Coordinator). The Coordinator will contribute to the Foundation's mission and commitment to racial, economic, and environmental justice (REEJ).

If you are a proactive individual with a passion for supporting transformative change, we invite you to consider this exciting opportunity.

To explore this role further, please review the position description below and submit your resume with an optional cover letter to Recruit@nathancummings.org. **With your submission, kindly indicate where you saw this job posted (e.g., LinkedIn, company website, job board, referral, etc.).**

Alternatively, consider sharing this opportunity with individuals who embody NCF's values and align with the qualifications for this role.

Join us in shaping a more just society and making an impactful difference!

Sincerely,
The NCF Team



GRANTS AND PARTNERSHIP TEAM COORDINATOR

WHO WE ARE

The Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our [core values](#) of justice and equity; interdependence; learning and listening; courageous transformation; and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

HOW WE COLLABORATE

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific solutions teams ([learn more HERE](#)). Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity.

We place a strong emphasis on developing influential leaders who can elevate team performance, both individually and collectively. We also prioritize the cultivation of a high level of emotional intelligence within our staff, enabling them to establish trust and credibility with colleagues and partners across the organization. These qualities are integral to our collaborative approach and are central to the achievement of our mission.

THE ROLE AND WORKING RELATIONSHIPS

The Team Coordinator (The Coordinator) is an essential member of the Asset Management Team responsible for Grants Management (AM) and the Grants and Partnerships (G&P) team, providing administrative support to the AM Team (60%) and G&P Team (40%). In supporting AM, the Coordinator will support the intake of prospective grantee data, perform data entry and document collection to ensure the integrity of the foundation's data in its grants management and forecasting platforms, and ensure financial and legal compliance. In support of the G&P team, the Coordinator will also coordinate the G&P Operators team meetings, collect and disseminate meeting agendas, and support the Operators in the prioritization of general Operator activities. This teammate will support the Operators in the Impact & Measurement work in agenda collaboration, meeting minutes, and overall board support and engagement.

The Coordinator will work with the Senior Grants Associate and report to Janet Disla, Director of Asset Management. The Coordinator will also work closely with internal and external stakeholders concerning grants management and administrative support.

PRINCIPAL RESPONSIBILITIES

Administrative Support

- Serves as a point of contact for calls, emails, and a general information resource for both the G&P and AM Teams,
- Provide daily operational and administrative support, including drafting and editing correspondence and agendas and coordinating administrative functions to ensure sufficient coverage for the Director of Asset Management and Operators.
- Reasonably perform other duties or special projects across other Foundation departments.

Grants Management Support

- Assists in conducting initial due diligence for potential grant recipients by entering data, tracking progress, and ensuring the accuracy of information. This includes verifying eligibility and compliance, with proactive follow-ups or escalations as needed.
- Responds to general inquiries from prospective and current partners and grantees, working with G&P and AM team members as necessary.
- Assists with preparing pre-and post-docket materials, including assembling the Foundation's board book.
- Supports the AM Team in creating dashboards and other graphics that help lift up grantmaking strategy.
- Assists with troubleshooting matters concerning the grantee application portal.

Leadership and Strategy

- Address challenges with innovative, sustainable solutions, driving tangible results.
- Provide leadership in coordinating internal and external communications to ensure a cohesive, effective, and unified approach to all communications and related tasks.

Project Management and Administration

- Efficiently plan, execute, and oversee projects, ensuring alignment with foundational goals and timelines.
- Support and facilitate Operators workstreams related to G&P and AM teams.
- Maintain organized records, prepare agendas and other materials, and effectively communicate relevant work information and follow-up tasks
- Manage time and workload, and employ the foundation's resources to effectively meet project and administrative requirements.
- Communicate with internal and external stakeholders, ensuring clear and timely information exchange.
- Fulfill other administrative responsibilities to support daily operations and perform other duties or special projects as needed, including setup and cleanup of foundation-wide events and meetings.

QUALIFICATIONS

- Bachelor's degree preferred.
- Three plus years of experienced administrative support, supporting multiple supervisors simultaneously preferred.
- Ability to multitask and adapt to varying personalities, work styles, and changing priorities.
- Familiarity with grants management or CRM databases and tools and expense management platforms.
- Ability to support drafting, proofreading, and editing correspondence.
- Possesses knowledge and understanding of philanthropy and social justice and demonstrates a deep commitment to racial equity and justice, aligning with NCF's pursuit of REEJ.
- Highly adaptable and self-driven team member, fostering a safe and inclusive environment.
- Strong project management, organizational, and communication skills, with the ability to efficiently oversee projects and allocate resources effectively.

SALARY RANGE: \$61,000.00 - \$73,000.00. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated by applicable qualifications and experience, leveraging data obtained through third-party benchmarking, aiming to fall close to the median salary range.

LOCATION: This remote position is open to candidates residing within the United States, aligning with our operating hours of 9:30am to 5:30pm Eastern Time. Please note, this role currently requires in-person organization days twice a month in New York City.

AS AN NCF TEAM MEMBER, YOU WILL ENJOY:

- **Health care plans:** Fully employer-covered health care plans (medical, dental, and vision) for employees and their dependents, effective on the first day of your first full month of employment.
- **Employer Retirement Plan Contribution:** 15% or more employer-contribution to retirement plan regardless of an employee's participation in the foundation's employee-contributed 403b plan with targeted fund options.
- **Parental Leave:** Eligibility for 100% paid parental leave for parents (12 paid weeks for both birth and non-birth parents).
- **Professional Growth:** After one year of employment with the foundation, employees are eligible to receive up to the IRS maximum allowance towards eligible tuition reimbursement, and \$2,000 annually towards professional development.
- **Paid time off:** We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays, and the last week in December off.

COMMITMENT TO RACE EQUITY AND INCLUSION, AND EQUAL EMPLOYMENT:

As a foundation focused on REEJ in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most of the qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight, marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

CLASSIFICATION OF EMPLOYMENT: This is a non-exempt position.