

## Grants Manager - Wagner Foundation

**Position Title:** Grants Manager

**Reports to:** Director of Finance & Operations

**Direct Reports:** N/A

**FLSA Status:** Exempt

**Salary:** \$100,000-\$120,000

**Location:** Cambridge, MA

### About Wagner Foundation

At Wagner Foundation, we strive for healthier communities by investing in and accompanying organizations in the United States and around the world dedicated to health equity, economic wellbeing, and the transformative power of art & culture. We work within these three distinct but interconnected areas to address root causes, expand understanding of societal challenges, and broaden mindsets of what solutions are possible to ultimately help drive change that leads to a more just, vibrant, and healthy world. We collaborate with organizations working to improve health equity by strengthening healthcare delivery and systems and tackling the underlying social drivers that impact health. We fund initiatives designed to foster inclusive economies that provide everyone with the opportunity to achieve economic wellbeing. And our work in art & culture aims to nurture a contemporary arts ecosystem that cultivates empathy, healing, and a more caring and healthy society.

Please visit [www.wfound.org](http://www.wfound.org) to learn more about our work.

### Position Overview

The Grants Manager is responsible for overseeing the grants process across all of Wagner Foundation's giving. The position reports to the Director of Finance & Operations and works in close collaboration with them to coordinate grantmaking operations including managing grant cycle timelines, compliance requirements, and the payment approval process.

# Wagner Foundation

As the Foundation's sole grants manager and grants management system (GMS) administrator, this person will work to ensure that all programmatic staff use GivingData (the GMS) and will maintain accurate, reliable data to support decision making and reporting to leadership and other stakeholders. They will be a grants operations partner to the program team and leadership, aiding with system training, data management and analysis, and grants management process and system optimization. The role requires a strong process and systems thinker who thrives in a dynamic, small team environment and enjoys a mix of operational rigor, cross-functional collaboration, and ongoing systems improvement.

The ideal candidate for this position has a passion for Wagner Foundation's mission, is a proactive problem-solver, brings experience in data management, and demonstrates strong project management skills to drive cross-functional work forward. They are detail-oriented, curious, and flexible, bringing positive energy to working on a small, collaborative team.

This position is based in Cambridge, MA and the team currently operates under a hybrid model with Tuesday – Thursday working in the office and Monday and Friday working from home. This hybrid model is subject to change.

## **Primary responsibilities**

The specific duties and responsibilities of this position include, but are not limited to, the following areas:

### **Comprehensive Grants Management (35%)**

- Develop and implement annual grantmaking work plan and grants budget for two grants cycles
- Lead the development, implementation, and ongoing refinement of the grants management workflow processes and procedures; continuously improve the grants management systems, processes, policies, and quality assurance practices
- In cooperation with program and finance, lead the generation of grant agreement documents, process grant payments, and provide reporting needed for compliance and financial statements
- Ensure compliance with internal controls, legal requirements, and best practices in grantmaking operations
- Problem-solve complex grant scenarios (e.g., international grantmaking, expenditure responsibility, university grantmaking); consult/liaise with finance and/or legal counsel
- Maintain top-line knowledge of best practice in the field of grants management and regulatory developments through ongoing engagement with sector forums and convenings

# Wagner Foundation

## **Grants Database Administration (35%)**

- Provide GMS expertise and stay up to date on best practices
- Lead the development, administration, and ongoing enhancement of the GMS, including dashboards, forms, templates, reports, and coding structure
- Oversee grant workflow processes related to grantee partner proposals and reports to ensure adequate internal controls, data quality, and accurate and efficient reporting to leadership and the IRS
- Respond to grant data requests including complex data queries from internal and external audiences, including preparation of data analysis and generation of reports/dashboards and graphic summaries to effectively communicate relevant information
- Manage the report generation to inform and support Wagner's learning and evaluation

## **Training & Collaboration (30%)**

- Partner with program staff to translate programmatic goals into high-level grants management system tracking (tags/codes of sub program areas, initiatives, geography, sector, population, etc.)
- Develop comprehensive grants management training content across areas of compliance, technology, and processes
- Provide training to staff and develop documentation to ensure an integrated data collection system across the organization and, where applicable, externally with grantee partners
- Evaluate training effectiveness through feedback and staff engagement, and refine protocols and documentation to support ongoing clarity, consistency, and improvement

## **Candidate Profile**

You will be a strong candidate for the Grants Manager position if you possess the following attributes and competencies:

### **Required attributes and competencies:**

- Passion for Wagner Foundation's mission and a commitment to advancing its goals
- 5+ years of relevant professional experience, including 2+ years at a private foundation or other grantmaking organization
- Proven track record of successful project management and implementation, including situation analysis, plan development, and execution
- Commitment to the highest standards of ethics, integrity, and inclusiveness
- Knowledge of database management and grants systems tools (GivingData a plus)
- Strong knowledge of grant compliance, nonprofit finance, and tax/regulatory issues
- Self-directed and proactive. Demonstrated ability to identify, build, and test systems improvements
- Strong verbal and written communication skills with a focus on being diplomatic, having a problem-solving mindset, and having effective meeting facilitation skills

# Wagner Foundation

- Excellent organization skills, strict attention to detail, accuracy, follow-through and commitment to high-quality work
- Demonstrated ability to be a productive and collaborative team member who thrives on sharing ideas and receiving feedback
- Flexibility, emotional intelligence, positive attitude, enthusiasm, willingness to help others, and a sense of humor

## **Preferred attributes and competencies:**

- Experience writing, implementing & monitoring policies and procedures with an orientation towards continuous improvement
- Interest, comfort, and strength working in a small, dynamic organization
- Skilled in Mac operating systems, Microsoft Office, Office 365, OneDrive, Excel, Word and PowerPoint

## **Compensation & Benefits**

The salary range for this role is \$100,000-\$120,000. In addition to competitive salaries, Wagner Foundation is committed to providing a supportive work environment which includes a top-tier benefits package and professional growth through learning opportunities that include conferences, fellowships, leadership programs, and trainings.

In support of our employees and their families, we offer the following benefits:

- 100% employer-paid medical, dental, vision, and short- and long-term disability insurance
- 401(k) retirement plan match up to 5% of employee's own deferrals
- Eligible employees may receive educational assistance for qualified courses
- Wagner Foundation pays 100% of relevant professional membership dues and fees for employees
- Professional development funds available to all employees
- A hybrid work environment with two days per week of remote working (subject to change)

## **Diversity and Inclusion**

Wagner Foundation is committed to creating an inclusive and respectful environment. We recognize that diversity and inclusivity make us stronger and help us better confront the societal disparities we seek to rectify. We seek candidates who bring diverse experiences, perspectives, and backgrounds.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. All final hiring decisions are based upon qualifications, merit, and business needs.

# Wagner Foundation

## Application and Selection Process

1. Application Submission: Interested candidates are invited to submit a resume and cover letter to [hr@wfound.org](mailto:hr@wfound.org). Applications will be reviewed on a rolling basis with priority given to those submitted by February 20, 2026.
2. Assignment: Final candidates will be asked to complete an assignment that reflects the types of grants management challenges they may encounter in this role. Details will be shared in advance, and candidates will be compensated for their time on this work.
3. Interviews: Successful candidates will be invited to a series of interviews with members of our team. During final interviews, candidates may be asked to discuss their assignment and approach in more detail.

We believe this approach allows candidates to showcase their abilities and potential beyond what is captured in a traditional resume and cover letter, and we are committed to a fair and inclusive selection process.

We appreciate the time and effort all applicants put into their applications.

For more information about Wagner Foundation, please visit [www.wfound.org](http://www.wfound.org).