



Grants Manager

RootOne
New York, NY

Who We Are and Your Opportunity for Impact

RootOne is a “Jewish start-up” – an innovative, dynamic initiative that is pro-actively inspiring a generation of teens to be more confident and proud Jews as they enter the next stage of their lives. RootOne, along with its youth serving organization grantee partners, redefine and deepen the typical teen Israel summer trip experience so that its impact is long-lasting. It does so by reducing the cost of participation, and by diversifying Israel experiences to make them more accessible to a wider audience of Jewish teens.

We know that an intentionally designed and well-facilitated immersive experience in Israel has the capacity to breathe vitality, passion and commitment among Jewish teens that could directly impact the future landscape of North American Jewish life. It provides a framework that allows Jewish teens to explore many of the issues that matter most to them as adolescents and as young Jews. Research shows that outside of Jewish day school (which only a small percentage of Jewish teens in North America attend), there is no greater impact on a young person’s Jewish identity formation than an Israel trip with their peers.

An Israel experience increases the likelihood of Jewish teens being more committed to their Jewish community in the long term, maintaining personal relationships with other Jews, and assuming leadership roles in the world. At a time when Jewish voices on campus need to be heard more than ever, the Israel experience has proven to increase the connections of young Jews to their fellow Jews and greatly enhance their connection to Israel. At scale, this experience can radically transform the trajectory of North American Jewry. Learn more at www.RootOne.org.

What You Will Do

RootOne administers financial support via grants to Youth Serving Organizations, Jewish Residential Camps, Jewish Federations, and other grantees responsible for organizing top tier Israel experiences for Jewish teens. Additionally, RootOne offers an open Request for Proposal (RFP) to bring on new grantees and add to the number of teens impacted by this initiative.

RootOne at The Jewish Education Project seeks a full-time methodical and strategic **Grants Manager** to further develop and manage its funding and grants processes as the program grows. Candidates with diverse racial, cultural, educational, and experiential backgrounds are urged to apply.

Reporting to the Director of Strategy and Operations, the Grants Manager will optimize RootOne’s year-old grants process, utilizing new custom software to manage the details and deadlines of each grant and each grantee. S/he/they will also build collegial and productive relationships with key grantee representatives based on trust, clarity of expectations and mutual respect.

Responsibilities for the Grants Manager will include:

- Managing the overall grants process between RootOne and its grantees, ensuring timely compliance with grant requirements and deadlines,
- Optimizing and facilitating the grant administration process, as well as the RFP process, using RootOne’s custom data system,
- Reviewing, recommending, and tracking RFP applications,
- Managing RootOne’s grants database,
- Managing timelines and deliverables from grantees, including budgets, reporting, data, evaluation,
- Facilitating grant reporting among grantees,
- Preparing financial and impact reports,
- Serving as the primary source of information for grants and RFPs among current and prospective grantees, and educating stakeholders on grant policies and requirements,
- Managing and completing RootOne’s grant reporting responsibilities to its funders.

Who You Are

- Minimum of 5 years' experience of successful grants management; experience in the nonprofit field a plus,
- Knowledge of budgeting and financial oversight with solid organizational skills,
- Project management skills, with ability to keep multiple projects moving forward simultaneously,
- A natural strategist, who can lead and guide, while also successfully participating in a small and growing team,
- Data collection, management, and analysis skills, as well as capacity to translate data into understandable and compelling presentations for varied target audiences,
- Experience with grants management software systems and other data tools; Salesforce experience a plus,
- A self-directed professional who has passion, humility, integrity, a positive attitude, and the ability to develop relationships with a wide variety of people,
- A team player who works adeptly cross-functionally and can manage internal and external relationships (including vendors).

What We Offer

- Salary in the range of \$75,000 - \$95,000 depending upon experience.
- Three weeks paid time off in year 1; increasing incrementally on a set schedule.
- Paid Family Leave.
- Comprehensive health insurance.
- 401k plan.
- Commuter benefits.
- Early close on Fridays for Shabbat and closed for most Jewish holidays.
- Shortened summer hours.

How to Apply

- Please submit resume and cover letter to careers@JewishEdProject.org. Please include the job title in the email subject line
- The Jewish Education Project is an equal opportunity employer.

Where You Will Work: Remote until October 4, 2021, followed by hybrid work - three days from home or in the field, and two days at 520 Eighth Avenue, 15th Floor, New York, NY 10018.

The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.