The Heinz Endowments

Howard Heinz Endowment • Vira I. Heinz Endowment

Job Title: Grants Administration Associate (two positions available)

Reports to: Director of Grants Administration

Employment Category: Exempt, Regular, Full Time

Date: November 2026

Overview:

Over the past year, The Heinz Endowments launched a comprehensive effort to modernize its grants management function and philanthropic practices. Those efforts included creating a new role for a Director of Grants Administration and implementing a modern Salesforce-based platform as its new grants management system (GMS). The foundation is now seeking to build out this function with Grants Administration staff to work closely with the program and finance teams to administer the grant lifecycle, develop core processes, design and support the GMS, and align grant practices and structures with organizational and programmatic goals and priorities.

Purpose and Scope of Position:

Under the supervision of the Director, the Grants Administration staff administers the full grant lifecycle including compliance, due diligence, award management and grant structure, ensuring accuracy and integrity across all grants and program related investments (PRIs). These positions design and administer the GMS, develop core processes to ensure consistency, streamline workflows, and train and educate staff in compliance, standard operating procedures, and technology. In every interaction, the Grants Administration staff should reflect the standard set for the function: efficient, equitable, and compliant practices that advance the foundation's mission and values and elevate the grantee experience.

Leveling:

These positions may be filled at the Associate or at an advanced level, based on experience. Both levels share the position responsibilities outlined below. The level determines independence and scope.

- **Associate:** Executes responsibilities with guidance from the Director; maintains records, data, and documentation; supports due diligence and GMS administration; surfaces questions and edge cases for resolution; holds 3 - 5 years of relevant experience.
- **Advanced level:** Executes responsibilities independently; leads due diligence, expenditure responsibility, and trainings; flags risk on complex matters; refines workflows and SOPs based on practice. Typically, 6+ years of relevant experience, including private foundation compliance in addition to advance level grantee engagement and project management/leadership experience.

Key Organizational Relationships:

- Reports to the Director of Grants Administration and functions within the overall Finance & Administration team.
- Partners closely with program teams to support their dedicated portfolio's grantmaking lifecycle.
- Coordinates with the Finance team on policy compliance, financial due diligence, disbursement approvals, grant payment processing, and internal financial controls.

- Works with the Learning, Evaluation, and Research team to capture, organize and leverage grants data for impact assessment and organizational decision-making.
- Coordinates with the People & Culture team to onboard and train staff in the grantmaking lifecycle and technology resources.

Position Responsibilities

Percentages are approximate and may vary based on level and the foundation's evolving needs.

Grant Lifecycle Administration (*50%*):

- Completes initial compliance check, routes inquiries and applications to program teams for review, and tracks timelines to respond. Provides technical assistance to grant seekers.
- Completes legal and financial due diligence, ensuring compliance with regulatory requirements, financial guidelines and metrics. Works alongside program teams on resolution. Liaises with the Finance team, CFO and legal counsel on complex or nonstandard matters.
- In partnership with program teams, confirms grant structure and assists in development of grants restrictions, conditions and requirements to meet foundation and programmatic intent.
- Attends program team meetings and may attend strategy team meetings, as necessary.
- Manages board and delegated authority dockets and ensures correct and timely approvals.
- Generates grant agreements and manages grant modification requests.
- Monitors grant agreement terms and reporting requirements. Completes financial and compliance review in interim and final reports. Process amendments and extensions upon program team approval.
- Manages the Expenditure Responsibility process and annual reporting requirements. Manages PRI covenants, loan interest payments, and requirements.
- Supports program team and management requests for ad-hoc grantee, strategy, or budget reporting.
- Administers the foundation's matching gifts, philanthropic memberships, and sponsorship programs.
- Develops and enforces core processes and standard operating procedures to ensure a consistent experience for grantees and across program strategies.

Grants Management System (GMS) Administration and Training (*20%*):

- Serves as a system administrator and technical expert of the GMS, maintaining a comprehensive knowledge of the architecture, data flows, integration points, interdependencies, and system capabilities and constraints.
- Champions and optimizes the use of the GMS, ensuring consistent adoption across staff.
- Supports ongoing GMS configuration, testing, upgrades, and improvement efforts in partnership with IT and third-party developers.
- Provides staff training, education, and resources on the GMS, grants lifecycle, compliance and due diligence.

- Develops and deploys dashboards and other reporting tools to help staff and management track and monitor tasks, workflows, awards and budgets, both at the strategy level and org-wide.

Financial Management (*15%*):

- Maintains financial integrity and accuracy across all grants and PRI's, including budget tracking and monitoring, grant approvals and disbursements. Manages grant refunds and cancellations in partnership with Finance.
- Establishes and monitors annual payment budgets and board appropriations in the GMS. Supports business planning efforts ensuring program teams can accurately forecast, monitor and report on total awards and payment budgets throughout the year.
- Ensures compliance with internal grantmaking policies and procedures.
- Supports compilation and reporting of grants data for operational purposes, including cash flow activity, board book preparation, website information, 990-PF schedules, and the annual audit.

Grantee Engagement and Experience (*15%*):

- Manages and maintains all online applications and ensures accessibility.
- Manages the grantee portal, responds to grantee questions and troubleshoots issues.
- Works with the Director and program teams to develop resources and tools to enhance the grantmaking process, reducing administrative burden and improving user experience for all stakeholders.
- Stays current with philanthropic trends and field best practices.

Qualifications & Abilities:

- Strong organizational skills and exceptional attention to detail, with a demonstrated ability to manage high volumes of records accurately.
- Strong technical aptitude including working knowledge of grants management systems, CRM platforms, or comparable database/systems experience. Salesforce experience is a plus.
- Knowledge of regulatory requirements and legal compliance in grants administration; experience working in or with private foundations is a plus.
- Financial and business acumen to effectively interpret and evaluate the financial position of nonprofit organizations.
- Intellectual curiosity and a growth mindset, with experience developing standard operating procedures and a drive to continuously improve processes.
- Proficiency in Microsoft 365 applications.
- Excellent written communication skills, with the ability to draft clear, accurate documentation, correspondence and training resources.
- Skilled at training and working with others, with the ability to explain systems, processes, policies (e.g., compliance requirements, technical workflows) in plain language and adapt to different audiences and levels of technical comfort.

- Demonstrated ability to work independently and prioritize competing deadlines with a service-oriented mindset.
- Effective collaborator, positive demeanor, able to navigate across programmatic and compliance functions to achieve solutions with a high level of accountability and flexibility.

Experience & Education

We value relevant experience and demonstrated competencies over specific degrees or fields of study. Candidates are encouraged to show how their educational background and hands-on experience together reflect the qualifications and skills this position requires.

The ideal candidate brings 3–5 years of experience in grants administration, grants management systems, compliance, or nonprofit operations within a foundation, nonprofit, or similar environment. If you have built your career around systems, processes, and compliance in service of mission-driven work, this role may be for you.

Location & Compensations/Benefits

This position offers a hybrid schedule and requires in-office attendance Tuesday/Wednesday/Thursday, or when work meetings/needs require. The office is located at 625 Liberty Ave in Pittsburgh, PA.

This position is full-time with a compensation range: $76,000-$86,000, commensurate with experience. A full suite of benefits including healthcare, retirement plan contributions, paid time off, and on-site parking are provided.

Application Process

Interested candidates should submit a cover letter and resume through the BambooHR application form. Applications submitted via email will not be accepted.

To learn more and apply, visit: https://theheinzendowments.bamboohr.com/careers

The Heinz Endowments is an Equal Opportunity Employer that welcomes and encourages a diverse pool of candidates in this search.