

Independence Public Media Foundation (IPMF) is a private foundation focused on moving resources within the Philadelphia region toward community-owned media and internet, and catalyzing movements for justice through narratives that educate, inspire, and encourage action toward a more liberatory future.

Role Summary: The Grants Associate will support with managing the grants database, grant application process, maintaining records, and assisting with data analysis. They communicate with grant applicants, provide logistical support, and facilitate information among staff. Application **deadline is Friday, April 18, 2025.**

Application Instructions

Visit www.independencemedia.org/careers to learn more and apply.

Key Responsibilities

- Provides administrative support to the Grants and Operations Manager, including the grant application intake process, grantee reports, grant award letters, and grant payments.
- Helps explain grant eligibility and processes, and foundation priorities and values clearly and accurately to applicants, as well as provide accurate answers to applicants as they work on materials to be submitted to the foundation.
- Assists the Grants and Operations Manager in maintaining grantmaking records and digital grant files.
- Assists the Grants and Operations Manager with data analysis around characteristics of grant applications, both geographically and demographically, as well as tracking benchmarks.
- Facilitates grants-related information sharing with the program team (e.g. submitted grantee reports, data analysis, upcoming deadlines, etc.)
- Supports the staff's understanding and engagement with the grants management database
- Assists with meeting logistics (e.g. scheduling, catering, etc.) as needed.
- Conducts background research on organizations, technology and processes as requested.
- Contributes to the foundation's profile and influence by sharing essays, making presentations, and participating in conversations focused on trust-based philanthropy
- Collaborates with colleagues across the organization to maintain transparency, align on priorities, and advance work toward organizational goals.

Requirements

Qualifications and Competencies

- This is a junior-level position where the minimum requirement is a combination of several years of volunteer or work experience at the community or grassroots level preferred, but previous philanthropic experience is not required.
- Experience working with databases and demonstrated commitment to data integrity (accuracy, completeness, and reliability). CRM experience is preferred but not required.
- Understands or can come to an understanding of what kind of data might be useful to inform IPMF's grantmaking decisions.
- Highly skilled at organization, prioritization, and time management.

- Excellent interpersonal skills to provide a high level of service to foundation applicants, grantees, and other partners.
- Meticulous attention to detail with a strong focus on data accuracy, consistently reviewing work to identify and correct errors while maintaining thoroughness across all tasks.
- Excellent listening and communication (written and verbal) skills with a preference for over-communicating rather than under-communicating
- Proficiency with Google Workspace and general computer applications.
- Highly team- and collaboration-oriented.
- Committed to the foundation's values of courage, equity, justice, belonging and joy
- Creative problem solver; resourceful and proactive in seeking solutions and improvements to processes.
- Understanding of and commitment to community-owned and community-led media-making.

Compensation

This is a full-time, Exempt position requiring 40 hours of work per week. This is an associate-level position with an annual salary range of \$81,000 - \$105,300 based on qualifications, experience, and references.

Benefits include:

- A 403b plan where IPMF will match up to 5% of employee contributions as well as make a 5% discretionary contribution.
- 100% employer paid health insurance for employee and family.
- 100% paid short- and long-term disability and life insurances.
- Generous family leave policy.
- Funds for professional development and wellness.
- Generous paid personal time.
- Paid sick leave.
- Paid federal holidays.
- Paid annual office closure at the end of each year.
- Flexible, remote scheduling.

Work Environment

IPMF is a remote-first work environment, but the nature of our work, and the nature of this role in particular, necessitates in-person work. The person in this position is expected to be available for multiple in-person staff meetings, frequent community events, and board meetings throughout the year. As a place-based funder, we will prioritize candidates who currently live in the Greater Philadelphia region.

IPMF is an equal opportunity employer, providing equal employment opportunities to all qualified individuals without regard to age, color, disability, domestic/sexual violence victim status, familial status, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran's status, political affiliation, or any other legally protected status.