

The Pierre and Tana Matisse Foundation

Grants Manager

Fulltime
New York, NY

Our Foundation

The Pierre and Tana Matisse Foundation was founded in 1995 by Maria-Gaetana (Tana) von Spreti Matisse, wife of the late art dealer and collector, Pierre Matisse. In accordance with the founder's belief in the importance of the arts in each person's life, the Foundation makes grants to organizations providing arts education to public, charter, and parochial schools in New York City. The Foundation awards three types of grants all designed to emphasize accessibility to art practices and arts institutions to promote identity, creativity, and cultural literacy. On average, the Foundation grants around 100 grants annually. In 2023, the Foundation distributed more than \$4 million in donations and grants.

The Pierre and Tana Matisse Foundation is a small, collegial environment consisting of a dedicated team of three full-time and one part-time staff members, with the addition of consultants and interns as needed. This office setting is well suited to a communicative, initiative-taking individual with a talent for teambuilding and a solid interest in the arts.

About the Role

The Matisse Foundation is looking for a Grants Manager (GM) to join its team. The GM will work in partnership with the CEO, Senior Arts Education Officer, and consultants to amplify and celebrate the mission of the Foundation. The core responsibility of the Grant Manager is to:

- 1) Support the Foundation's grantmaking portfolio by managing the documentation of grantmaking procedures, grant lifecycles, grant-related workflow processes, systems, data collection and preserving grants archives;
- 2) Participate in the review of proposals, insuring requests compliance with regulatory and legal requirements; and
- 3) Serve as project manager, grantee capacity builder, problem solver, and strategic analyst.

This position reports to the CEO. The ideal candidate will be an action-oriented self-starter who can work well independently and in teams. This role requires a detail-oriented professional to manage and analyze grant-related data and present relevant information to staff and at board meetings. The GM will also assist grantees by providing guidance and technical support at all grant stages.

Responsibilities

Responsibilities may include, but will not be limited to, the following:

Grant Portfolio Management and Grantee Support

- Manages Foundation's grant portfolios
- Achieves a steady workflow of grantmaking and grant monitoring in partnership with the team
- Continuously improves grant processes and procedures to improve and streamline workflows
- Provide clear guidance to optimize grant structure and event-related activities
- Prepare docket materials for Board and committee meetings
- Prepare and process discretionary grants requested by the CEO and Board of Directors
- Prepare and coordinate grant agreements and other grant-related documents.
- Assist in various Foundation activities, including scheduling and participating in site visits
- Assist in research projects related to the Foundation's current and historical grantmaking and/or grantmaking trends
- Manage and maintain Foundation grant archives in accordance with current policies
- Support in designing and implementing new functionality that centers the user experience and other internal goals
- Perform other duties as assigned, including backing each other up and collaborating, as needed, on workflow issues, and other projects

Grant Proposal and Report Review

- Ensure compliance and due diligence of proposals and provided documentation with IRS policies and Foundation's requirements
- Review proposals with a focus on content, quality and accuracy of provided information, with special attention to grant budgets
- Provide input that helps the team strategically review grantee applications (due diligence, financial health, feasibility of programs, etc.) and participate in the review process

Grant CRM Management- Salesforce / Foundant

- Serve as the internal and external key liaison for the CRM system Salesforce/Foundant
- Create and maintain a robust data and analytics structure that provides relevant data to team to promote learning
- Provide support and guidance to prospective and current grantees at all grant stages and serve as a key point of contact for grantees around technical issues
- Periodically migrates records to Salesforce ensuring the integrity of transferred data
- Produce internal data summaries, reports, grant statistics, geographic reports and custom analysis as needed

- Work with consultants to test new technologies and implement ongoing technology improvements
- Partner with IT CRM consultants to ensure grantmaking systems comply with auditing and Foundation requirements
- Provide CRM grants management training to current and new program staff

Grant Budget Management and Grantee Financial Health Assessment

- Report and monitor grant projections, approvals and budgets to ensure funds are accurately appropriated and transferred, and prepare quarterly reports on program balances
- Maintain and prepare grant financial reports and materials for the 990-PF, the Board of Directors meetings and colleagues as needed

Ideal Candidate Qualifications

- BA plus at least 5 years of progressive experience in grants management or closely relevant experience in a nonprofit or philanthropic organization, or an equivalent combination of education and experience
- Significant experience working with grants management databases such as Salesforce/ Foundant
- Excellent project management skills, ability to move from strategy to tactics, as projects require
- Ability to generate creative solutions
- Excellent organizational, collaboration, interpersonal skills, and ability to engage with internal and external partners at all levels
- Critical thinker, ability to analyze, synthesize and report data with meticulous attention to detail and accuracy in documentation and data integrity
- Ability to multitask, meet deadlines, and work in a collaborative environment
- Ability to work effectively with internal and external team members
- Ability to work independently and analytically, exercising discretion and good judgment, ability to handle confidential issues
- Proficiency in using cloud-based collaboration software like Microsoft Office Suite (Word, Excel, PowerPoint, Sharepoint) Salesforce and DocuSign.
- Commitment to collaboration, accountability, problem-solving skill, and the ability to handle challenges with grace and through open communication
- Ability to communicate diplomatically, capacity for self-reflection, and a sense of humor
- Ability to recognize and respect cultural and individual differences

Preferred Qualifications

- Experience working closely with community development or art based social justice programs
- Prior experience in grants management at a foundation

- Knowledge of reporting software
- Strong experience with CRM systems (Salesforce, Foundant etc.)
- Experience working closely with communities that have been historically marginalized in the arts

This job description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, skills required. Flexibility is essential as part of a small team and as the Foundation grows its capacity.

Office

The Pierre and Tana Matisse Foundation has a hybrid work model which requires staff to be in our Manhattan office 3 days each week and allows for 2 days of remote work per week.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be comfortable attending indoor and outdoor site visits and other external activities as needed

Other Requirements

Ability to travel up to 10% of the time to attend Foundation events and grantees' site visits as needed

Benefits

- Hybrid workplace and flexible work arrangement policies
- Medical and dental benefits for employee and immediate family 100% paid
- Eligible date of hire for a 401k Plan with company match up to \$7,500
- Vacation begins with 15 days and progresses with tenure
- 11 paid holidays
- Office closed the week between Christmas and New Year's Day
- Professional development initiatives for growth
- Opportunity to work with a committed team at a mission-driven foundation that amplifies and celebrates accessibility to art practices and arts institutions
- Work/life balance

The Pierre and Tana Matisse Foundation is committed to practicing salary transparency. The minimum salary for this position is \$90,000 and the maximum is \$110,000.

Application

Candidates should apply by sending a cover letter describing fit for the position and a resume by January 30th, 2025, to hr@pmgmf.org. Please note that incomplete applications will not be considered.

Equal employment opportunity is a fundamental principle at The Matisse Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.