Lead Grant Analyst Fellowship

One Day’s Wages (ODW) is looking for a passionate and driven person to join our grassroots organization as the Lead Grant Analyst Fellow. As a movement of people, stories, and actions to alleviate extreme global poverty, the Lead Grant Analyst Fellow plays a crucial role in ensuring that ODW invests in partnerships around the world that align with our organization’s mission and core values.

The position is a year-long fellowship that will report to the Grant Manager and works collaboratively to help oversee our granting process to increase our number of partnerships that are diverse, transparent, sustainable, and high impact. Our fellowship program is designed to provide meaningful learning experiences and professional growth to jump-start the careers of individuals interested in nonprofit work, especially as it relates to grant-making and global development.

The ideal candidate for this position is adaptable, creative, self-motivated, and organized. We are looking for someone who enjoys working collaboratively on a small, mainly remote, team and can problem-solve when issues arise.

Primary Responsibilities:

Grant Vetting:

- Assist the Grant Manager in grant vetting, including processing LOIs (Letters of Inquiry), reviewing grant applications, and writing and editing grant recommendations to be presented to the Board of Directors for approval
- Create agendas for regular team meetings
- Work alongside the Grant Manager to increase the efficiency of the granting life cycle
- Help establish annual goals for granting partnerships
- Aid Grant Manager with administrative duties and team management when needed

Reporting, Data, and Analytics:

- Research best practices for monitoring and evaluation for grantmaking organizations
- Review and analyze reporting data for various projects using Microsoft Excel and Salesforce
- Assist the Grant Manager in updating the metrics used to track impact for partner projects and the metrics tracked to ensure alignment with the UN’s Sustainable Development Goals
Required Skills:

- In-depth understanding of the nuances surrounding extreme global poverty and best practices of international development
- Experience, educational background, or pursuing degrees in the fields of international development, social justice, or nonprofit management
- Strong research and analytical skills
- Self-motivated, independent worker, detail-oriented, and organized
- Concise written and verbal communication abilities
- Entrepreneurial stance towards problem solving and innovation
- Preferred skill: Working knowledge in Salesforce environments or similar CRMs

Details and how to apply:

- Type: Part-time (15 hrs/wk)
- Salary: $18-19/hr (DOE)
- Location: Currently remote, with the option to work from the office in Seattle, WA
- Application Closes: March 3rd, 2022
- Ideal start date: April 4, 2022
- The position is open to applicants within the U.S.

Before submitting an application, be sure to read our Founders’ Story, look over our approach, and carefully review some of our past projects.

To submit an application, please send your resume and a cover letter to jobs@onedayswages.org with the subject: Lead Grant Analyst Fellow. Cover letter should include the following info:

- Why do you want to work at One Day’s Wages?
- How does your previous experience and/or education qualify you for this position?

Essential Functions:

The majority of the work is performed online, must be able to work at a laptop for extended periods (provided for the duration of fellowship). Must be able to communicate with the team and external partners on Gmail, Slack, and/or Zoom meetings, or in-person when deemed safe. Team efforts with our annual gala event support may require extended periods of physical activity involving moving about the event space. Our staff is working remotely and in-office on the second floor of a coworking space in Seattle; currently, there is no policy for returning to full-time office work.
The working conditions described above are representative of those for an employee to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions of the role. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

One Day's Wages is an equal opportunity employer. We welcome all candidates from a wide range of backgrounds who have the skills and are passionate about our work.