



WOODCOCK FOUNDATION

Grants & Operations Manager

The Woodcock Foundation

SALARY

\$90,000 – \$110,000

LOCATION

Hybrid, New York City

PRIORITY APPLICATION DEADLINE

September 28, 2026

ABOUT THE WOODCOCK FOUNDATION

The Woodcock Foundation is a family foundation committed to working toward a more equitable and sustainable world through strengthening our democracy, advancing educational and economic opportunity, and protecting our environment. Since 1996, we have deployed \$115 million to 100+ organizations and enterprises, primarily in the areas of social enterprise & economic development, food systems, conservation and biodiversity, democracy & media, gender equality, and civil society more broadly.

We have a staff of 3, a board of 7 individuals from within the family and the broader philanthropy and social impact community, and assets of \$90M USD. The Foundation's approach to achieving impact is articulated through our Guiding Principles and Leadership Framework. The Foundation aims to use all of its tools to support its mission, and through grants, investments and relationships, it works to be an agent of catalytic change.

The Grants & Operations Manager will be a new position reporting to the Executive Director and working closely with the Senior Program Manager. The Grants & Operations Manager will also interact with Trustees and external advisors of the Foundation.

Learn more about Woodcock's grantmaking and investment activities on our [website](#).

THE OPPORTUNITY

The Grants & Operations Manager is a critical team member who oversees the administrative functions supporting the Foundation's operations and programs. The role covers most administrative and grants management responsibilities, along with internal operations, including technology, and serving as liaison to the Foundation's external accountants and consultants. It also includes the opportunity to learn about impact investing through Woodcock's program-related and mission-related investment portfolios and to contribute to other special projects tied to the Foundation's mission. The ideal Grants & Operations Manager sees operational excellence as key to organizational success and proactively looks for ways to support the team wherever needed.

KEY RESPONSIBILITIES

The Grants & Operations Manager will work flexibly across the team and can expect to lead and support in the areas detailed below.

Support for Grants Administration and Management: The Grants & Operations Manager will support the administrative lifecycle of the grantmaking process, working closely with the Senior Program Manager to conduct due diligence on potential grantees, prepare grant agreements and award letters, track payments and grantee banking information, and maintain accurate records in the grants management system. They will collaborate with the Senior Program Manager to identify and continue to refine grant management workflows to support efficient and thoughtful relationships with grantees. They will aid in the coordination and communication of grant reports and materials to Trustees, grantees, and other partners. The Grants & Operations Manager should bring curiosity and energy to ensuring strong back-end program support of a lean, dynamic family foundation.

Manage Internal Operational and IT Systems: The Grants & Operations Manager will take ownership of the Foundation's operational practices, ensuring effective execution and compliance and identifying areas for improvement. The Foundation is especially interested in exploring how the use of technology can enhance and streamline its work (i.e.: knowledge management, scheduling, project management, etc.), including the effective and ethical use of AI. They will serve as the internal lead on maintaining the Foundation's technology and software, as well as personnel and operational policies, and will support team-wide administrative systems. They will coordinate and maintain vendor relationships and subscriptions, insurance renewals, and other operational logistics. This will require someone who sees the big picture, is focused on ways to improve processes, and looks for opportunities to support and contribute where needed.

Finance & Accounting Liaison: The Grants & Operations Manager will serve as the liaison to the external finance and accounting team on non-investment related matters, managing communication, document flow, and approval processes. They will support preparation of financial materials for grantmaking decisions, board meetings, and annual reporting and lead budget tracking, expense management, and invoice processing in coordination with the external finance team. The Grants & Operations Manager should be comfortable with tracking information and undertaking basic computations in Excel, have a general sense of nonprofit accounting (such as the charts of account, 990s, and budget tracking), and be detail-oriented and diligent in maintaining accurate records and compliance.

Special Projects: As a member of the three-person team, the Grants & Operations Manager will have the opportunity to step into special projects, which may include researching a new field, managing a consultant on an operational improvement project, supporting board meeting planning and logistics, or helping design communications or presentations. The Grants & Operations Manager should be someone excited to continue to learn and grow and take on new projects, chart a path, check-in, and move work forward independently on a small team.

QUALIFICATIONS

While no candidate will embody all the qualifications below, the ideal candidate will have many of the following professional abilities, attributes, and experiences:

- At least 5 years of relevant professional experience, ideally including nonprofit or philanthropic operational and financial management, or equivalent experience. Familiarity with grants management is a plus but not required.
- Excellent administrative and organizational abilities, as well as ability to set priorities and work in a steady, self-motivated fashion.
- Excellent verbal and written communication skills, in particular proofreading and copy editing.

- Strong computer skills, including proficiency in Microsoft Suite and curiosity and interest in exploring AI tools in an operational context.
- Flexibility to work both with and without supervision, comfort working in a small organization, and a willingness to evolve with the needs of the Foundation.
- A strong sense of integrity, good judgment, discretion, and the ability to honor confidentiality.
- Passion for learning and a strong and caring commitment to the Foundation's mission and programs.

WORKING AT THE WOODCOCK FOUNDATION

Compensation: This is a full-time (40 hrs/week), exempt, position. The salary range for this position is \$90,000 to \$110,000, with a target starting salary in the middle of the range and depending on the experience of the candidate. The Foundation offers an excellent benefits package including medical, dental, life, vision, and disability insurance; a retirement plan; scheduling flexibility; and ample vacation.

Location: The Foundation allows frequent work-from-home but expects team members to be in the office in Midtown Manhattan at least once per week. Team members are welcome to work in the office more frequently, as desired.

APPLICATION PROCESS

The Woodcock Foundation has retained Callie Carroll & Ankita Jhaveri of CLC Endeavors to assist with this search. To apply, please submit a resume and cover letter outlining interest and qualifications to WF-GOM@clcendeavors.com. Applications will be reviewed on an ongoing basis, but **we will prioritize those who apply by September 28, 2026**. We hope to have a candidate onboard by early December.

Please note: Your application will be reviewed by a person, so we appreciate your patience as we take the time to consider each set of materials. While all hiring processes are human-centered and therefore subject to change, we anticipate moving through the following steps:

1. Preliminary screening interview with CLC Endeavors
2. In-depth interview with CLC Endeavors
3. Interview with Foundation team
4. Final interview with Executive Director (may include a brief exercise)
5. Reference Checks

The Woodcock Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. All qualified individuals, including women, people of color, and LGBTQ+ candidates are encouraged to apply. We are committed to attracting, developing and retaining exceptional people in order to create a work environment that is dynamic, rewarding, and enables each of us to realize our potential.