

Golden LEAF Foundation

Director of Grant Administration Detailed Position Description

The Director of Grant Administration serves as the primary administrator for Golden LEAF's grant management system and lead for grant administration activities. Golden LEAF transitioned to the [Fluxx grant management system](#) in February 2023. The grant management system is the centerpoint for all grant administration activities including application intake, review, award, disbursement, and monitoring.

Applications are reviewed and grants are managed by a team of Program Officers and Directors of Programs under the supervision of the Senior Vice President/General Counsel. This role collaborates with the Directors of Programs and the Senior Vice President/General Counsel on grant administration needs.

Grant administration includes activities that are related to the grant management system but not directly within the system including development of forms used by applicants and grantees, creation and implementation of workflows and processes, and preparing reports for use by others within the organization such as finance and external affairs.

This position identifies, designs, manages, and implements improvements to the grant management system, including strategies to fully use capabilities of the grants management system and other modifications to the system to meet Golden LEAF's changing needs.

The Director of Grant Administration reports to the Senior Vice President/General Counsel. This role participates as a member of the President's management team. The Grant Administration Specialist reports to this position.

Grant Administration

- Develop, recommend, and implement policies and procedures related to the grantmaking processes and the efficient and effective implementation of Golden LEAF's policies and procedures related to grants management.
 - Maintain a library of Fluxx processes, policies, and procedures working with the Directors of Programs and Senior Vice President/General Counsel, and update and create internal and external resources.
 - Make recommendations for updates to Golden LEAF's website to align with the Fluxx online grants portal and any changes to Golden LEAF's funding processes, award cycles, or eligibility/funding guidelines.
- Serve as the primary administrator for the Fluxx grants management system.
 - Ensure data is gathered and maintained to comply with internal policies and other requirements.
- Guide communication between program, finance, information technology and other Golden LEAF staff to ensure Golden LEAF grant administration and reporting activities are smoothly and consistently implemented.

- Facilitate the administration of grants in the Fluxx grants management system, working with the Grant Administration Specialist to prepare grant award letters and grantee agreements, document grant modifications, create required reporting schedules in Fluxx, etc.
 - Directors of Programs and Program Officers are responsible for working directly with grantees on implementation of awards, reviewing reports etc. The Director of Grant Administration will focus efforts on use of the Fluxx grant management system in these processes.

Technical Support for Fluxx Users

- Train Golden LEAF staff to use the grant management system in compliance with Golden LEAF policies and procedures.
- Provide Fluxx training for external users.
- Produce training materials and user guides.
- Triage and resolve questions or technical issues for all users.
- Investigate and solve Fluxx issues, collaborating with external contractors and Fluxx customer service as needed.

Continued Development of Fluxx System

- Drive ongoing Fluxx system developments and proactively identify opportunities to streamline and simplify technology-enabled processes, and lead implementation of those initiatives. This includes identifying opportunities to improve performance and user experience; redesigning and optimizing workflows; and building new templates, forms, and dynamic cards based on organizational priorities.
- Evaluate and develop strategies to effectively use Fluxx to prepare reports regarding activities and outcome of Golden LEAF grants.
- Manage the standardization, build-out, customization, testing and validation of grant programs in Fluxx, working in close collaboration with Golden LEAF staff and external contractors. Ensure proper procedures in Fluxx are in place and followed by staff, assessing ways to streamline processes and workflows.
- Remain current on grants management best practices in the industry and implement ongoing process reviews.

Data Integrity and Analysis

- Regularly monitor use of the grant management system for compliance including continuous testing and data audits to maintain clean configuration and data integrity.
 - Audit data entered into the Fluxx system to ensure consistency among Programs team for use of key fields including: outcomes, use of funds, grantee information, priority area, program area, project status.

- **Oversee regular updates and maintenance of all data in Fluxx, including data regarding organizations, people/contact information, affiliation/name changes, and grants history.**
 - Develop consistent guidelines for treatment and entry of data.
 - Develop and maintain the data dictionary for fields in the grant management system.
 - Develop best practices and data process expectations.
 - Identify areas of misalignment or inconsistent entry of information for correction by Program Leads.

- **Compile information from Fluxx and generate reports for various needs including in board materials, legislative reporting, external affairs/outreach, and for financial auditing and reporting.**

- **Identify gaps in data and develop solutions to ensure more robust use of data to better understand prior investments, for sharing externally, and to make data-driven decisions, e.g., develop new fields to be created and tracked in Fluxx.**

- **Develop and maintain a system to use data available in Fluxx to track timeliness of Golden LEAF review and approval of reports, disbursement requests, etc.**