

Job Title

Grants & Programs Associate

About El-Hibri Foundation

At the El-Hibri Foundation (EHF), we recognize that the broader social fabric is made stronger when the distinct communities that make up America are healthy, growing, and active contributors to our collective future. The Foundation was inspired by the philanthropy of the late Ibrahim El-Hibri, his wife Elisabeth, and their family. We believe that inclusion and collaboration are fundamental to a flourishing society. EHF works to tap into these values, so collectively we can work together to create a thriving world where everyone can achieve the American Dream.

How are we working to make these dreams realities? In our current time, the American Muslim community is facing increasing challenges that question its place in, or seek to exclude it from our national fabric. Additionally, many of the nonprofit organizations that are working to create vibrant, socially integrated communities that include American Muslims have few resources and are underdeveloped. The El-Hibri Foundation is a philanthropic organization that empowers and equips American Muslim leaders and their allies to build these thriving, inclusive communities. To this end, EHF makes grants and implements innovative programs that provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities.

Our Theory of Change

The El-Hibri Foundation (EHF) believes that if American Muslim and Ally leaders have the capacity, resources, and collaborative relationships necessary for community building, then they can become more effective in advancing inclusion in America.

- **EHF advances inclusion** of and within American Muslim communities by investing financial, physical and relational resources in individuals and organizations who share our vision of a world in which all individuals, regardless of race, religion, theology, political party, or gender, have an opportunity to thrive.
- **EHF builds capacity** through innovative programs that ensure current and future leaders have the skills and tools necessary to successfully launch and manage their organizations.
- **EHF organizes communities** by bringing people of diverse backgrounds to the table to forge new partnerships and by investing in individuals and organizations that share our belief that stronger communities are built with cooperation and collaboration.

Role Description

Grants at El-Hibri Foundation are key to our external engagement, and aim to enable our theory of change, which is founded on Building Capacity, Organizing Communities and Advancing Inclusion. As a Grants Associate, you will assist with the annual grant cycle and interface with grantees. You will be tasked with reviewing grant applications, running due-diligence checks, conducting grantee assessments and maintaining thorough records and documentation. Additionally you will support in program and event planning, coordination, execution alongside post-event assessment and reporting.

Responsibilities

- Assist in the successful execution of El-Hibri Foundation's grant cycles
- Support the grantee due-diligence process which includes programmatic assessment, risk assessment, financial analysis, organizational assessment, draft agreements and processing
- Provide support to El-Hibri Foundation Grants Manager and President on grantee relationships
- Coordinate reviews and assessments for awarded grantees
- Develop shared learnings and insights to inform the grants strategy and enhance existing workflows
- Contribute to the development of periodic grant reportings for internal and external constituencies
- Maintain documentation and records across El-Hibri Foundation systems
- Attend and document grantee events as needed
- Coordinate planning and provide support and hospitality for programs and space grants
- Maintain vendor relationships and work with vendors in regards to programs
- Prepare program planning documents, including budgets, metrics trackers, guest lists, and travel itineraries

Minimum Qualifications

- Bachelor's degree
- 4 years of experience in the non-profit, philanthropic or similar space
- 2 years experience in grants management
- An understanding of the American Muslim Community non-profit and philanthropic space
- Availability to work evenings and weekends in relation to programs and events
- Must be able to lift up to 25 pounds

Preferred Qualifications

- JD, MBA, MPP, MPA or other academic qualifications focused on social justice
- 7 years of experience in the non-profit, philanthropic or similar space
- Work experience in the American Muslim Community non-profit and philanthropic space
- Experience with programs related to community-building, interfaith dialogue, human rights, and social justice
- Knowledge or experience in inter/intra-faith dialogue
- Proficiency with using as many of the following Salesforce, WealthEngine, Dropbox, Forms Assembly, Foundant, Thomson Reuters' World Check, and Microsoft Office Suite applications

Benefits

- On-site studio apartment accommodations available in Washington DC's Historic Dupont Circle area
- 10 days of paid holiday leave annually
- Three weeks paid vacation annually
- Platinum-level group medical and dental insurance
- Retirement savings account with 100% matching up to 3%
- Employee term life insurance
- Employee assistance plan

Salary is based on experience and on the Foundation's commitment to internal equity.