

Grants Associate Job Description

Reports to: Grants & Knowledge Manager

Status: Full time, Exempt

Organization Overview

Skyline Foundation is a Palo Alto-based family foundation that funds local, national, and global organizations addressing problems at their roots and shifting systems toward a more equitable and just future. The foundation works in four program areas: climate solutions, just democracy, equity in education, and birth justice. Prior to 2023, Skyline was known as Yellow Chair Foundation. With a small team in place, Skyline is growing to strengthen the foundation's relationships with grantees and increase its grantmaking.

In 2025, Skyline gave \$122 million to 338 organizations. The foundation has a long-held philosophy that emphasizes a high level of trust in the leadership of the organizations it funds. Skyline seeks to create lasting partnerships with grantees that align with the principles of trust-based philanthropy and the time horizon needed to create and sustain change on complex social issues. Most grants provide general operating support over multiple years. The foundation's work is guided by its core values of gratitude and hope; justice and opportunity; curiosity and humility; trust and partnership; and urgency.

Summary

The Grants Associate is a key member of the foundation team responsible for executing the administrative and technical aspects of the grantmaking process. This role supports the full grant lifecycle from application through payment. Working collaboratively across teams, the Grants Associate helps strengthen systems, improve processes, and support consistent, efficient, and responsive grantmaking practices.

Skyline Foundation is growing, and we are looking for someone who thrives in a dynamic environment by proactively building, improving, and adapting processes. This is a new role to help grow our operational capacity and excellence.

Responsibilities

Grants Management (50%)

- Execute the full grant lifecycle from application through payment. This includes compliance checks, data entry, drafting grant letters, and processing payments
- Partner with the Grants & Knowledge Manager and finance team to issue and track grant agreements, award letters, communications, electronic payments, follow-up forms, and other required documents
- Provide timely communications and support to nonprofit partners
- Support ongoing improvements to the grantmaking process by incorporating grantee and staff feedback
- Maintain core grant cycle materials, including applicant summaries, letter templates, and grant guides
- Review grant records and communications for clarity, accuracy, and consistency
- Prepare documentation for internal records

Database Management (25%)

- Maintain the grants management system, Temelio, in partnership with the Grants & Knowledge Manager, ensuring all processes align with internal policies
- Work with Grants & Knowledge Manager to update grants management system settings, workflows, and templates as needed
- Maintain the accuracy and integrity of the grants management system through regular updates and quality checks
- Troubleshoot system issues and provide technical support to applicants, grantees, and internal team members
- Train and support staff in using database tools effectively
- Partner with Program Associates to ensure grant and organizational records are complete and up to date

Data Reporting (15%)

- Support annual audit fieldwork in collaboration with accounting partner
- Upload and maintain accurate grant information on the organization's website
- Provide input for process improvement and documentation
- Create internal reports to support grant review and decision-making
- Complete regular updates to grant-related sections of the website to ensure accuracy and clarity

Organizational Collaboration & Process Improvement (10%)

- Participate in foundation staff-wide activities to continuously improve foundation processes, build collegial culture and encourage cross-departmental learning
- Collaborate and share information with colleagues within the foundation through active use of foundation knowledge management systems

Experience

- Minimum of three years of experience in administrative management
- At least one year of experience in grants administration or a similar role within a nonprofit or philanthropic organization
- Direct experience with grants management software

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Able to manage large amounts of detailed data and documents with accuracy
- Identify gaps in systems or workflows and independently develop practical solutions to strengthen grantmaking operations
- Excellent writing and editing skills in English, including proofreading and copy editing
- Skilled at explaining detailed information to a variety of audiences
- Ability to manage multiple tasks, partners, deadlines, and cycles simultaneously
- Ability to troubleshoot system issues and identify opportunities for process improvements
- Works effectively across teams
- Comfortable working independently and collaboratively, including with staff from diverse backgrounds and organizations
- Excellent customer service skills with emphasis on respectful and tactful communications
- Commitment to driving equity and inclusion through grantmaking including knowledge of and

- interest in the core tenets of trust-based philanthropy
- Commitment to Skyline's program areas, values, continuous learning, and trust-based philanthropy principles
- Upholds high standards of integrity, credibility, and confidentiality

Physical Demands/Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is currently based in Palo Alto and San Francisco, California. Staff are working in a hybrid environment. The Grants Associate is expected to work from the foundation's shared office in San Francisco a minimum of one day per week on Thursdays and a minimum of one day per quarter in Palo Alto. While performing the duties of this position, the employee is required to spend extended periods of time at a computer.

Compensation And Benefits

The annual salary for this position is \$106,000 USD. Offers are based on the candidate's experience and Skyline's practice of maintaining salary equity within the foundation.

Skyline Foundation offers excellent benefits for eligible employees. Current benefits include medical (HMO and PPO options), dental, and vision coverage for employees and dependents; up to 15% employer contribution to employee retirement plan; life insurance, disability insurance, vacation, and sick leave; an adoption benefit; paid time off to volunteer for nonprofit organizations; and opportunity to direct discretionary grants.

TO APPLY

Please email a cover letter explaining your interest in the position and a resume to recruitment@skylinefoundation.org, with the subject line "Grants Associate" No phone calls, please.

Application Deadline: February 13, 2026

Skyline Foundation is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. We consider all qualified applicants for employment and our company policy prohibits unlawful discrimination based on race, color, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, religious creed (including religious dress and grooming practices), marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information and characteristics, sexual orientation, gender identity or expression, military or veteran status, or any other basis protected under federal, state, or local laws.

All final candidates must provide three relevant employment references and be able to verify the right to work in the United States.