



Grants Associate

The Fred and Barbara Erb Family Foundation has made more than \$180 million in grants to improve the quality of life for residents in Southeast Michigan and the Great Lakes region since launching its grantmaking in 2008. Funding has been focused on improving water quality in the Great Lakes basin; promoting environmental health and justice; advancing Alzheimer's research; strengthening sustainable business; and supporting arts and culture and jazz education.

In May 2022, the Erb Family Foundation announced its plans to shift from a perpetual foundation to a spenddown model and conclude its grantmaking by 2034-2035. That work will be guided by the Foundation's new mission and vision:

The Fred and Barbara Erb Family Foundation envisions a flourishing, healthy, and resilient Great Lakes ecosystem and a culturally vibrant, sustainable southeast Michigan. Toward this end, we strengthen the cultural and environmental organizations that share our vision to make this a reality for generations to come.

The Foundation's grantmaking and way of working will also be guided by its values, which are: to make a lasting transformative difference; embrace possibility; work and learn in partnership; and pursue fairness and respect.

The grantmaking priorities for the Foundation's spenddown were announced in October 2024 and include six areas of focus: Great Lakes, Arts and Culture, Alzheimer's Research, Sustainable Business, Democracy, and Legacy Giving. In addition to its grantmaking, the Foundation will work closely with grant partners to learn how to better invest in their organizational health and long-term durability. Across all its activities, the Foundation's goal is to inspire a new generation of leaders and philanthropic partners to carry on Fred and Barbara's passions long after the Foundation is gone.

The Opportunity

The Erb Family Foundation is excited to welcome applications for a **Grants Associate** to join our growing team. As our grantmaking expands, we're looking for someone who enjoys supporting meaningful work and keeping things running smoothly behind the scenes.

This full-time, hybrid position is a wonderful opportunity to be part of a collaborative and mission-driven organization. The Grants Associate will report to the Grants Manager, work closely with program and administrative staff, and connect regularly with grantees and partners. If you're detail-oriented, enjoy problem-solving, and find satisfaction in helping others succeed, this could be the right role for you.

Core Duties and Responsibilities

As a Grants Associate, you'll play a key role in ensuring our grantmaking process runs efficiently and smoothly. Your work will help our team and partners focus on what matters most: making a difference. You will:

- Be a friendly and reliable resource for grantees and team members by answering questions about applications and reporting and helping with any issues.
- Support applicants and grantees navigating our grants management system.
- Work with the program team to track grants, payments, and database records.
- Manage grants throughout their full cycle—from initial inquiry through final report.
- Partner with colleagues in Administration and Finance to ensure grants are recorded and processed accurately.
- Maintain and organize our paperless grant files in the akoyaGO system.
- Assist in preparing trustee materials, grant agreements, and payment documentation.
- Draft and generate grant-related correspondence and reports.
- Review processes and suggest improvements to keep things running efficiently.

What We're Looking For

We're seeking someone who is both detail-oriented and people-oriented—someone who loves getting the process right but also values the relationships at the heart of philanthropy. The ideal candidate will bring:

- Experience with grants or donor management, database management, and/or fundraising (experience with grants management software is a plus).
- Strong time management skills and the ability to stay calm and focused when juggling multiple priorities.
- A collaborative spirit, with strong listening skills and openness to new ideas and perspectives.
- Resilience, curiosity, and a growth mindset.
- A commitment to integrity, ethics, and discretion, with the ability to handle confidential information.
- Comfort working with staff, grantees, vendors, and other partners in a professional, respectful way.

- An eagerness to learn more about the Foundation's areas of interest, including the Great Lakes, sustainable business, Alzheimer's research, democracy, and arts and culture.
- Proficiency with Microsoft 365 tools (Word, Excel, Teams, Outlook, etc.) and donor or grants management databases.

Education and Experience

The Grants Associate will likely bring at least 2 years of experience in grants or donor management, database management, and/or fundraising. Experience in the nonprofit or philanthropic sector or a related field is preferred. Candidates with an alternative but comparable level of experience are encouraged to apply.

Work Arrangements, Compensation, & Benefits

This is a full-time hybrid position, and the Foundation's offices are located in Birmingham, Michigan. Attendance at evening and weekend events and occasional travel should be anticipated.

While performing the duties of the job, the Grants Associate is regularly required to communicate effectively with internal and external partners. They will be frequently required to perform work at a desk and to operate a laptop. They may occasionally need to position themselves to stoop, kneel, or crouch, and to move up to 20 lbs.

In the normal course of work, employees operate a laptop, iPad, telephone, cellular telephone, web conferencing equipment, and copier/printer. This position requires the employee to make decisions in a timely manner and anticipate all the potential ramifications of decisions made. The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions, and handle multiple, concurrent tasks.

The salary for this position begins at \$65,000 and may be adjusted according to qualifications and experience. The Foundation offers a comprehensive benefits package including employer-paid health, dental, and vision insurance and a generous 401K plan.

To Apply

Please email a resume to employment@erbff.org outlining your qualifications and include a description of why you are interested in the role in the body of your email. The position will be filled as soon as the right candidate is identified.

[Erb Family Foundation](#) is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, disability, age, citizenship status, and genetic information, or any other characteristic protected by federal, state, or local law.