



Call for Senior Grants Administration Coordinator

Organizational overview

The Society of Family Planning advances a vision of just and equitable abortion and contraception informed by science. By leveraging the powerful tools of science and medicine, we hope to ensure that abortion and contraception practices and policies are grounded in science and center people whose access to care is constrained by systems of oppression, and that all people have access to evidence-informed and person-centered abortion and contraception, including people whose access to care is constrained by systems of oppression.

To achieve our vision and desired impacts, we focus on the following strategies, as described in our [2023-2028 strategic plan](#):

1. Convening a diverse, equitable, inclusive, and multidisciplinary community of all engaged in the science and medicine of abortion and contraception,
2. Supporting the production and resourcing of research primed for impact,
3. Organizing and leveraging research primed for impact,
4. Ensuring clinical care is evidence-informed and person-centered through guidance, medical education, and other activities,
5. Developing and supporting leaders in abortion and contraception to transform healthcare systems, and
6. Aligning the organization's governance, operations, and overall resources to be in service of the strategies designed to bring our collective vision to life.

Role description

The Senior Grants Administration Coordinator provides critical operational and administrative support across all phases of the grantmaking lifecycle. This role ensures efficient, compliant, and service-oriented implementation of the Society's funding programs, supporting grantees, mentors, reviewers, and internal partners. The ideal candidate is detail-oriented, technologically skilled, and highly organized, with the ability to manage multiple systems and processes simultaneously while ensuring accuracy and compliance. Persons in this role support programs, communications, and/or operations under moderate direction of a supervisor. This is a remote position and is open to candidates living in the US who are within one hour of a major airport. It is anticipated that the person in this position will travel approximately 10% of the time. This position reports to the Senior Grants Manager.

Responsibilities include, but are not limited to, the following:

Grant administration (40%)

- Support the grantmaking lifecycle, including launch of competitive funding opportunities, the submission period, eligibility screening, the peer review process, funding decisions, award processing, and post-award monitoring.
- Build and maintain online portals for application, review, and post-award processes, ensuring alignment between the portals and both the funding opportunity and the functionality needed for smooth administration through the grantmaking process.
- Create proposal and peer review summaries, effectively leveraging technology and applying quality assurance processes.
- Drive contracting related to grants with attention to grant-specific details and in alignment with organizational policies and processes.
- Process grant disbursements, honoraria, stipends, and other payments related to the Society's grantmaking, ensuring timely payment and accurate financial tracking.
- Collect financial reports related to grantmaking, tracking award documentation through the life of each grant and across all grants.
- Support semi-annual internal audits of all grants as well as monthly monitoring of all awards, in close partnership with team leaders and finance staff.
- Maintain accurate and complete grant-related documentation related to the use of grantmaking systems.

Grantee support (30%)

- Act as a responsive point of contact for applicant and grantee inquiries in service of cultivating strong working relationships through timely, clear, and respectful communication.
- Coordinate scheduling of progress check-ins with all grantees.
- Track and process scholar awardees' career development activities and payments, including supporting ongoing audits of career development use.
- Track and process project-specific open-access benefits, providing regular communication on the availability of this award benefit and closely monitoring its use.
- Coordinate mentor outreach and requests, working closely with the lead of a given funding opportunity.
- Serve as the primary coordinator for grant-related guests of the Society at the Society's Annual Meeting, working in close partnership with events and finance staff as well as the grants team lead.
- Support related programming, such as webinars and meetings.

Systems, data, and process management (20%)

- Develop and maintain expertise around all platforms and tools related to the Society's grantmaking (eg, Zengine, Airtable, Zapier, DocuSign, Canva, Mailchimp).
- Support functionality of grantmaking infrastructure through partnership with vendors, troubleshooting technical issues, and supporting data migration to new platforms, as needed.

- Support internal process documentation and help build new workflows in Asana or similar project management tools.
- Create and manage automations to streamline workflows and improve data integrity across systems.

Communications and community engagement (10%)

- Monitor the dedicated grants inbox, efficiently and accurately responding to standard inquiries and triage correspondence to relevant grants staff where appropriate.
- Support reviewer and mentor engagement, including invitations, scheduling, tracking participation, triaging conflicts of interest, and maintaining the reviewer bank.
- Coordinate communications for reviewer recruitment, support, and follow-up.
- Serve as a partner to public affairs staff around grants-related website content, ensuring accuracy and accessibility.
- Format grants-related documents, such as calls for proposals and review guides, with high fidelity to the organizational style guide.
- Contribute enthusiastically and responsively to the Society's Annual Meeting, with a special focus on grantee events and experiences.

Qualifications

Highly qualified applicants will meet many of the qualifications below and have clarity on areas where growth or support would help them succeed in this role:

- Minimum of 3–5 years of experience supporting or coordinating grantmaking, research administration, or related nonprofit program operations.
- Advanced technical proficiency in tools such as Airtable, Zapier, Asana, and Zengine, with demonstrated ability to build automations, manage data integrations, and optimize workflows.
- Strong organizational and communication skills, with the ability to manage multiple priorities and maintain meticulous records across systems.
- Strong ability to take direction from several stakeholders while discerning levels of importance.
- Experience interpreting and applying compliance and legal requirements related to grants management, contracts, and audits. Familiarity with QuickBooks, Excel, and related tools used for financial tracking and record keeping.
- Palpable commitment to the Society's vision, missions, and programs
- Commitment to the Society's [strategic plan](#) and [DEI vision](#).
- Experience collaborating cross-functionally and providing responsive, high-quality support to grantees, reviewers, and partners.
- Demonstrated ability to improve or develop systems and workflows
- Ability to work independently and with remote teams; must live within an hour of a major airport.
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes.

The salary range for the position of Senior Grants Administration Coordinator is \$70,000-\$80,000 at full time, depending on qualifications and experience. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered, 50% dependent premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increases with tenure
- 16 paid holidays
- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$2,000/year professional development funds
- \$300 remote work stipend at hire
- \$150 remote work stipend after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50 monthly internet reimbursement
- Medical FSA and dependent care FSA
- Pet insurance discount plans
- Up to \$500 (ELA) employee lifestyle accounts

Application process

Interested candidates should upload a resume or CV and statement of interest [here](#). In the statement of interest, we ask candidates to eschew the traditional cover letter format and instead answer the following in **one page**:

1. How do you approach problems that require skills or knowledge that you haven't used before?
2. Share a time that you improved an administrative or work process using technology. How did you navigate bringing other people along to your improvement? How did your improvement contribute to the bigger picture of your work?
3. Some might claim that budgets, record-keeping, and data quality assurance have nothing to do with advancing the [Society's DEI vision](#). Prove them wrong.

Application materials should be submitted in one PDF [here](#) by **December 18, 2025**. As part of the employment process, all applicants will be required to provide proof of US residency status. Acceptable documentation includes, but is not limited to:

- US passport or birth certificate for US citizens
- Green card or permanent resident card
- Valid work visa or documentation of employment authorization issued by USCIS

Applicants are encouraged to submit applications as early as possible and will be reviewed on a rolling basis. Informational interviews or advance discussion via email are not offered to ensure equity in the application process.