



Grants Administrator

United Way Greater Richmond and Petersburg

United Way Greater Richmond and Petersburg is seeking a dynamic and detail-oriented Grants Administrator to lead the operational execution of competitive grant cycles totaling approximately \$4 million annually in community investments. Reporting to the Chief Impact Officer, this role serves as the primary point of contact for applicants, grantees, and community reviewers, helping ensure that grantmaking is implemented with integrity, transparency, and responsiveness to community needs.

This is an opportunity to support community-centered grantmaking across the City of Richmond's Priority Areas, including Children and Families and Economic Mobility, as well as United Way's internal Impact Areas, including Financial Security, Healthy Community, and Youth Opportunity. If you are a strong project manager, clear communicator, and relationship-builder who enjoys managing complex processes with care and accountability, we want to hear from you.

ABOUT YOU

With 3–5 years of experience managing grantmaking or nonprofit program operations, you are comfortable leading multi-step processes, coordinating with diverse stakeholders, and keeping detailed, audit-ready records. You bring strong project management and organizational skills, excellent written and verbal communication, and the ability to manage multiple priorities and deadlines with professionalism and sound judgment.

You understand grantmaking practices, compliance requirements, and outcome measurement, and you are able to build strong relationships with nonprofit partners, volunteers, reviewers, and community stakeholders. You are detail-oriented, collaborative, and committed to equity and community-centered approaches. A bachelor's degree, or equivalent experience, in Public Administration, Nonprofit Management, Social Work, Community Development, or a related field is required.

ABOUT THE ROLE

As our Grants Administrator, you'll play a key role in:

- Leading and managing the full implementation of United Way's grant cycles, including application rollout, review coordination, award processes, and ongoing grant administration.
- Maintaining comprehensive, audit-ready records of applications, reviews, awards, communications, and compliance activities.
- Serving as the primary point of contact for applicants and grantees throughout the lifecycle of each grant cycle.
- Leading applicant and grantee communications and technical assistance efforts, including informational sessions, office hours, and one-on-one support.
- Recruiting, onboarding, training, and coordinating community reviewers aligned with Priority Areas.
- Supporting confidentiality, conflict-of-interest, and transparency protocols throughout the review process.
- Monitoring and assessing grantee progress through reports, check-ins, documentation review, site visits, and virtual check-ins.
- Tracking and reporting outcomes, performance measures, and alignment with Priority Areas.
- Coordinating closely with Community Impact staff, Finance, and Operations to align programmatic and financial requirements.
- Overseeing data tracking systems and grant management platforms to support accurate reporting and analysis.



- Planning and leading grantee convenings, peer learning opportunities, and community-of-practice sessions.
- Supporting the Chief Impact Officer with administrative requests, special projects, meeting scheduling, preparation, materials, logistics, minutes, and stakeholder rosters.

ABOUT US

At United Way Greater Richmond and Petersburg, we bring people together to solve tough problems and advance opportunities for all. As part of the Community Impact team, you'll help strengthen transparent, accountable, and community-centered grantmaking processes that support meaningful outcomes across our region. This is a great role for someone who enjoys building strong systems, supporting partners, and contributing to high-quality work that advances United Way's mission.

Salary Range: \$55,000 to \$65,000. *Position open until filled.*

Please send cover letter, resume, and salary requirement to:

United Way of Greater Richmond & Petersburg
Human Resources
Email: jobs@yourunitedway.org

EOE