

**Director of Grants Management
Hopper-Dean Foundation**

Date posted: 9/9/2026

About us:

We are a global justice funder that believes in the power of grassroots communities and social movements to transform our society.

Hopper-Dean Foundation is one branch of a multi-entity family philanthropy with multiple giving vehicles. For 2026, we plan to make approximately \$60M in grants across these different entities, and we anticipate that figure will rise significantly in coming years. We aim to allocate ⅔ of our resources to grantmaking outside of the United States.

About the role:

The Director of Grants Management will design, build, and lead our grantmaking processes for all giving vehicles. They will bring deep expertise in international and domestic (U.S.) grantmaking compliance and due diligence to our small, growing, international team.

This is a key role, sitting at the intersection of several important objectives: ensuring legal and fiscal compliance, creating and streamlining grantmaking processes and systems, and supporting our grantee partners throughout the grant life cycle.

The Director of Grants Management will be supervised by our Senior Director of Operations and will collaborate closely with both the operations and program teams. They will be in frequent contact with current and prospective grantee partners and will manage segments of our managerial finance, tax preparation, and audit processes.

The Director of Grants Management will also lead our knowledge and data management related to grantmaking, including optimization and potential redesign of our existing grants management database.

About you:

- **Minimum of 5 to 10 years of experience leading international grants management strategies and systems for US-based philanthropies.**
- **Deep expertise in international and domestic grantmaking compliance and due diligence, including equivalency determination, expenditure responsibility, and fiscal sponsorship.**
- Experience overseeing complex philanthropic portfolios involving grantmaking via multiple giving vehicles, including private foundations, donor advised funds, 501(c)(4) and LLC entities.
- Demonstrated strengths in team management, people management, and change management.

- Dedicated relationship cultivator and partnership builder. Experience accompanying grantee partners throughout the grant life cycle and collaborating closely with program staff.
- Excellent sense of professional judgment and discernment. Experience working directly with boards, particularly in the family philanthropy context.
- Passion for streamlining and simplifying grants management practices to be as flexible, values-aligned, and grantee-centric as possible.
- Enthusiasm for building processes and systems from the ground up: comfort with ambiguity, ability to iterate frequently and creatively, and strong instinct to think beyond the status quo.
- Deep resonance with Hopper-Dean Foundation's mission and personal embodiment of our values, including justice, trust, accountability, and courage.

Location: 100% remote anywhere in the United States. Some international and domestic travel will be required for this role, likely 3-4 trips per year.

Reporting to: Senior Director of Operations

Compensation: The salary range for this role is \$240,000 to \$250,000 per year, dependent on experience.

We are committed to offering competitive and equitable compensation and benefits to our entire global team, benchmarked to comparable family philanthropies based in the San Francisco Bay Area.

Our benefits package for US-based employees includes generous paid time off and care leave policies, fully paid health insurance options for you and your dependents, a 401K plan with automatic employer contributions, and stipends for wellness, home office and technology expenses.

To apply: Send a cover letter and resume to hiring@hopperdeanfoundation.org with "Director of Grants Management" in the subject line.

Given limited bandwidth on our small team, we regret that we are unable to reply to all inquiries regarding this position.

We are not just an equal opportunity employer. Rather, we actively seek to build a team with a wide range of backgrounds, perspectives, and skills committed to working toward a just and equitable world for all. We strive to be intentional in our practices and conversations to build a team culture that is respectful and inclusive of the many diverse and intersecting identities we all carry with us including but not limited to ethnic, racial, cultural, gender, age, class, veteran status, religious, national origin, disability, family status, sexual orientation, gender identity, gender expression, HIV status, refugee status, incarceration or conviction history, and socio-economic diversity.