Bill & Melinda Gates Foundation Jobs — Grants Program Associate — Tacoma, WA, USA

Hiring organization
Bill & Melinda Gates Foundation

Employment Type

Industry
Nonprofit & Philanthropy

Job Location
Tacoma, WA, United States

Date posted
November 17, 2026

Valid through
2026-11-26

Description

Readers comparing Gates Foundation Jobs in Tacoma, WA, USA can examine the Grants Program Associate occupation to better understand philanthropic grants administration. Practical assignments may include organizing grant application records, tracking reporting deadlines and submissions, and coordinating questions with program teams. Experience with grant administration, nonprofit records, or stakeholder communication can help build confidence in this type of work.

Responsibilities

- Organizing grant application records.
- Tracking reporting deadlines and submissions.
- Coordinating questions with program teams.

Qualifications

- Working familiarity with grant administration and nonprofit records.
- Comfortable with organizing grant application records and checking details before handover.
- Works carefully with sensitive information and follows established procedures.

Experience

Experience organizing information connected to philanthropic grants administration is particularly transferable.

Skills

grant administration, nonprofit records, stakeholder communication, Grants Program Associate

Career Information

Explore Bill & Melinda Gates Foundation career and organization information to find current openings and application instructions.