**GRANTS MANAGER**

Grants Management supports the Foundation’s mission and strategic program goals by coordinating grant making operations, systems, and data. The Grants Manager is responsible for proposal and grant tracking as well as grant administration. S/he advises on and implements Foundation policies, procedures and best practices related to the grant making process – from inquiry and proposal intake to closing out and archiving files. S/he also ensures that comprehensive grantee information is captured in the Foundation’s grants database and that program and administrative staff have access to reports on grant making activities to inform their work and decisions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Policies and Procedures**

* + Support the implementation of grant making procedures, guidelines, tools, and templates
	+ Develop and maintain a grant making manual and communicate policies, procedures and updates to staff

**Legal Compliance**

* + Understand IRS rules and regulations relevant  to grant making
	+ Compliance Administrator
	+ Ensure that the Foundation adheres to legal requirements, compliance requirements and best practices in the field.

**Grant Processing and Tracking**

* + Confirm qualifying IRS tax status for proposed grantees
	+ Track and process grants from proposal to close
	+ Process and monitor grant payments in a timely manner
	+ Schedule reporting requirements and  future payments for new grants
	+ Monitor active grants for open items and work with program staff to resolve
	+ Serve as a contact for unsolicited grant applicants and handle declines

**Grants Database/Grants Management System**

* + Administers and performs as a power-user with GIFTS, a grants management system; maintains administrator settings; identifies and presents data to inform knowledgeable decisions
	+ Serves as a GIFTS resource and trainer.
	+ Maintains data, enters data, processes requests and payments, develops and attaches electronic documents, performs analysis, and designs and produces reports
	+ Responsible for design and implementation of systems
	+ Develop and document procedures
	+ Manage the grants and other grant related database
	+ Take the lead in data entry and system coding and ensure data integrity
	+ Facilitate modifications or enhancements to the grants database
	+ Organize and maintain electronic and paper grant files with appropriate documentation

**Board Meeting Preparation**

* + Prepares grant related materials for Committee and Board Meeting books

**Reports and Grant Files**

* + Produce reports on a regular basis, including grant activity reports, payout reports, and other reports as needed for the Board, senior management, and program teams
	+ Prepare monthly grant reconciliations
	+ Analytical and support projects
	+ Work with other staff  to create useful and interactive reports
	+ Monitor receipt of grantee reports and work with program staff to ensure receipt
	+ Archive closed grant files

**Orientation and Training**

* + Orient new staff on grants management processes and the grants database
	+ Provide ongoing training and technical assistance to staff to optimize grants database usage

**Other**

* + Process board and employee directed gifts in a timely manner including review of grant eligibility
	+ Respond to grantee auditor requests for payment confirmations
	+ Preparing and/or editing correspondence with grantees, partners, Board, staff as needed
	+ Participate in the Grant Managers Network and other peer learning opportunities to stay current on innovative approaches and best practices in grants administration
	+ Participate in all-staff and team meetings; provide information and perspectives as needed
	+ Collaborate with other staff on development and/or utilization of cross-departmental systems, tools, and processes
	+ Responds to grantee audit confirms
	+ Provides support to Finance to generate required grant related information for annual audit of financial statements and tax return
	+ Maintains security over check signing process

**QUALIFICATIONS AND SKILLS**

* + Bachelor’s degree required
	+ Three years’ experience in grants administration, paralegal, family office or other relevant experience
	+ Knowledge of grants administration processes; familiarity with IRS rules and regulations very helpful
	+ Experienced user of GIFTS and Access and/or other grants management systems preferred
	+ Impeccable attention to detail
	+ Proficient user of MS Office (Word, Excel, Outlook, Powerpoint, Access)
	+ Excellent writing skills
	+ Customer service orientation and excellent interpersonal skills
	+ Works well independently and with a team
	+ Excellent time management skills, able to prioritize projects and meet deadlines
	+ Strong document management skills
	+ Integrity, good judgment, and a sense of humor
	+ Technology and compliance focused

**PHYSICAL DEMANDS**

A candidate must have the ability to communicate clearly through both oral and written means and to sit for extended periods both in meetings and at a computer. Occasional overnight travel may be necessary.