

Position Description

GRANTS MANAGER

The **Grants Manager** is a key member of the [Princeton Area Community Foundation](https://www.pacf.org/) team focused on executing grantmaking processes. Reporting to the Vice President of Grants and Programs, the Grants Manager will have a high level of ease and talent with technology and be responsible for overseeing the Community Foundation's entire administrative process from posting grant applications to closing of grants. This includes supporting the VP and various committees to draft or update guidelines, applications, award announcements and other documentation to move a grant from selection to award, including entering new applications into the portal, documenting applicants and grant recipients, tracking, and monitoring grants, and supporting grantees. **Specifically, the Grants Manager will:**

- **Manage the Grantmaking Database** to ensure accurate documentation of grant information. The Grants Manager will document grant activity and maintain database files, including grant agreements, in an orderly manner and provide information of grant-funded activities for annual audits. Design and maintain grant and scholarship forms, including applications and reporting templates. Serve as primary contact to database vendor.
- **Provide Technical Assistance and Support** to nonprofit applicants and maintain a working knowledge about the grants database system and new any developments. Coordinate grantee information sessions and other convenings. Communicate with applicants and recipients, including responding to routine inquiries, and providing updates on the proposal process and report submissions. Track multi-year grantmaking commitments. Follow-up with grantees to request information to assess outcomes. Train staff and nonprofit partners on grantmaking tools and technology.
- **Support the Community Foundation's Initiatives**, including, but not limited to, All Kids Thrive, Community Impact Grants, Bunbury Fund, Fund for Women and Girls and other grantmaking initiatives.
- **Support Committee and Program Functions** by creating reports, charts, and analysis of grants. Prepare reports about funded activities for fund advisors, the Committee on Impact, and the Board of Trustees. Conduct research of nonprofits for organization's philanthropic program planning. Research organizations and topics of interest. Support the Committee on Impact by preparing materials and editing minutes prepared by administrative staff. Develop familiarity with regional nonprofits' missions, programs, challenges, and opportunities. Support communication and marketing about grants and programs, in coordination with communications staff. Work with communications team to update website information.
- **Perform Other Duties as Assigned.**

Qualifications

- **Commitment to reside in the region.**
- **Education:** Bachelor's Degree required.
- **Professional Background:** Preference for a professional who has worked in a nonprofit or a foundation for a minimum of three (3) years.
- **Technology Experience:** Ability to understand, maintain, and become an expert on the Foundant and Blackbaud Grantmaking Systems. Computer proficiency (MS Office Suite), email and Internet usage, and ability to learn customized relational database software (FIMS).
- **Professional and Interpersonal Skills Desired:** Strong writing and oral communication skills, high standards regarding accuracy, attention to detail, and confidentiality. Excellent problem-solving skills and outstanding judgment. Strong work ethic, and a positive attitude. Ability to work effectively with colleagues and adjust to changing priorities.

Salary and Benefits. Starting salary \$63,000. Comprehensive package offered, including medical, dental, retirement, long-term disability, and life insurance. **Hours:** Full-time position. Flexibility with regards to working from home and office.

To Apply: Please email a resume and cover letter to apply@pacf.org. The cover letter is required. Please address the cover letter to Nelida Valentin, Vice President, Grants and Programs.