



Grants and Data Analyst

Please visit www.pacf.org for information about our organization.

Position Description

The **Grants and Data Analyst** is a key member of our dynamic Community Foundation team focused on executing grantmaking processes and developing consistent practices that inform our strategic objectives to promote philanthropy, invest in community and fund for greater impact.

Strong grantmaking practices allow for better grantmaking activities and are integral to inform grantmaking strategies. Reporting to the Vice President of Grants and Programs (VP) and supporting the grantmaking activities of the Committee on Impact, as well as other fund advisor teams, the **Grants and Data Analyst** is responsible for managing the Community Foundation's grant processes, tracking data, and implementing technology to facilitate the Community Foundation's strategic and responsive grantmaking activities.

Responsibilities

Grants Management Process

- A high level of ease and talent with technology. The **Grants and Data Analyst** will be responsible for overseeing the Community Foundation's online grants portal. Provides technical assistance to nonprofit applicants and maintains a working knowledge about the grant system and new developments. Maintains integrity of all grant and grantee information in the Foundation's database.
- Supports VP, engaging with staff and committee(s) to draft and/or update grant guidelines, applications, award announcements and other necessary documentation necessary to move a grant proposal from selection to award, including entering new applications into grants portal, and documenting applicants and grant recipients.
- Assists VP to coordinate grantee information sessions and other convenings as necessary.
- Develops familiarity with regional nonprofits – their missions, programs, challenges, and opportunities.
- Tracks multi-year grantmaking commitments. Follow-up with grantees to request performance data to determine outcomes and the impact of the Foundation's grantmaking activities. Maintains appropriate data files and updates as necessary.
- Support communication and marketing about grants, in coordination with communications staff.

Program Support and Implementation

- Support the Community Foundation's programs, All Kids Thrive, Community Impact Grants, and fundholder grantmaking.
- Assist in the administration of grantmaking funds and organization-wide programs.
- Conduct research of nonprofits for organization's philanthropic program planning.
- Support the Committee on Impact, prepare materials, arrange meetings, and draft minutes.
- Preparation of reports about funded activities for fund advisors, the Committee on Impact and the Board of Trustees.
- Manage special projects as assigned by the VP Grants and Programs or President.

Administration

- Maintains grant activity files in an orderly manner and provides information of grant-funded activities for annual audits as needed by the Community Foundation's CFO/COO.
- Train staff and nonprofit partners as necessary on grantmaking tools and technology.

- Other Duties as Assigned

QUALIFICATIONS

- Thorough understanding of and strong commitment to the Community Foundation's goals and mission.
- Experience in the nonprofit or foundation sectors with a demonstrated proficiency working with grantees, program-related concepts, and grantmaking.
- Computer proficiency (MS Office Suite), email and Internet usage, and ability to learn customized relational database software
- Ability to learn, maintain, and become an expert on the Foundant and Blackbaud Grantmaking Systems
- Aptitude for organizing tasks, managing time, and prioritizing projects
- Ability to be flexible, well-organized and self-sufficient
- Strong writing, interpersonal and oral communication skills
- High standards regarding accuracy, attention to detail, and confidentiality
- Excellent problem-solving skills
- Strong work ethic, and a positive attitude
- Strong administrative management skills
- Ability to work effectively with colleagues and adjust to changing priorities
- Outstanding judgment, initiative, and drive
- Bachelor's Degree required.

Salary: Starting salary \$63,000.
Benefits: Comprehensive package offered
Hours: Full-time position. Some assignments might require working in the evenings or on weekends.

To Apply:

Please email a resume and cover letter to apply@pacf.org

For this position, please address the cover letter to Nelida Valentin, Vice President, Grants and Programs.