


## Position Description

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|  <b>FOELLINGER</b><br>FOUNDATION® | Position Title: | Grants Administrator  |
|  | Reports to:     | Chief Program Officer |
|  | FLSA:           | Exempt                |

### **SUMMARY:**

The Grants Administrator is responsible for providing staff support for the program operations and the centralized administrative function of the grantmaking process, including oversight and implementation of the grantmaking process. This position also provides staff support for the Foundation's Leadership & Thrive Committees.

### **ESSENTIAL JOB DUTIES & RESPONSIBILITIES: (Other duties may be assigned)**

#### **Responsibility 1: Grants Management**

- Administer the online grant management system (GMS) to track the process from initial inquiry through grant completion.
- Train and support Foundation staff, grant applicants and grantee organizations on the grantmaking process and GMS.
- Develop and maintain grant applications, progress reports, and financial reports.
- Develop and maintain grantmaking procedures including consistency between and among documents, updating of procedures, maintenance of coding structure and standardization of materials used.
- Retrieve proposals in the tracking system and review to ensure all technical requirements are met.
- Develop grant agreements and all related documentation for the grantmaking program in consultation and support of the program staff.
- Work with program and finance staff to develop and implement processes to ensure grant payments are made in a timely and appropriate manner.
- Generate and distribute regular reports and analysis summaries on aspects of grant programs for the Board of Directors and Foundation staff using GMS.
- Coordinate grantee required meetings with program staff and President.
- Maintain archived paper grant files and provide an annual list of grant files identified for disposal or those that should be kept as permanent grant files.

#### **Responsibility 2: Committees**

- Leadership Committee
  - Work with program staff, and the Leadership Committee to provide training programs and unique learning experiences for nonprofit executives, staff, and board members.
  - Provides meetings support, which includes working with the Chief Program Officer and Committee Chair on scheduling, creating agendas and meeting materials.
- Thrive Committee
  - Work with program staff, and the Thrive Committee to develop strategies to

focus on economically distressed neighborhoods and/or underserved populations through grantmaking, training and leadership development.

- Provides meetings support, which includes working with the Chief Program Officer and Committee Chair on scheduling, creating agendas and meeting materials.

### **Responsibility 3: Internal and External Training Opportunities**

- Develops opportunities for Foundation staff and grantees in the areas of training and technical assistance.
- Identifying and securing quality speakers and subject matter experts for community-wide leadership symposiums.
- Work with the program and Foundation staff to plan and execute the Foundation events and workshops.

### **SUPERVISORY RESPONSIBILITIES:**

None required for this position at this time.

### **EDUCATION AND EXPERIENCE:**

- Minimum of 2+ years of applicable grant administration experience.
- Experience in foundations, nonprofits, community development or the private sector, preferred.
- Bachelor's degree, preferred.
- Advanced knowledge of computers and database systems.
- Experience with grant making software (Foundant), preferred.
- Advanced knowledge of Microsoft products (Word, Excel)
- Experience in managing multiple projects.
- Experience in building relationships with diverse stakeholders and community members.

### **CONTACTS - INTERNAL / EXTERNAL:**

- Organization-wide Staff
- Board of Directors and Committee Members
- Vendors and Consultants
- Grantee and Applicant Organizations
- Local Organizations and Nonprofit Agencies
- Professional Associations

### **SPECIAL SKILLS:**

- A commitment to the Foellinger Foundation mission and its values to carry on the tradition of Helene and Esther Foellinger to provide service to those with the greatest need, taking into consideration those areas where they had special interest.
- Familiarity with Allen County nonprofit community.

- Advanced written and communication skills.
- Ability to analyze, think critically and explain alternative methods and processes clearly.
- Advanced organizational skills.
- Willingness to seek out and attend position-related continuing education.
- Capacity to plan and direct multiple projects simultaneously.
- Ability to formulate strategies and identify trends through analysis of various data.
- Ability to establish a positive rapport with Board and Committee members, staff, grant applicants, and other members of the community.