



Position Description

Position Title:	Grants Program Assistant
Reports To:	Director of Grants
Date of Last Revision:	April 2019
FLSA Status:	Non-exempt; Full-time (1 FTE)

Position Summary:

Provides program support and coordination to the Grants Program.

Essential Accountabilities:

1. Grants Support:

- Serves as first contact for grant-related inquiries via phone, walk-in and online. Responds to incoming correspondence and on-line inquiries from current and prospective grantees.
- Conducts initial due diligence and verification of strategic relevance of organizations requesting grant assistance.
- Assures compliance with IRS and foundation specific requirements for assigned grants.
- Establishes and maintains electronic grant files, and ensures compliance for the grant making function including, but not limited to, tracking and managing inquiries, preparing grant communications and agreements, schedules grant payments, and creates and runs grant reporting for both internal, board, and external use.

2. Education Award Grants (Scholarships) Support:

- Serves as first contact for Education Awards (scholarship)-related inquiries via phone, walk-in and online. Responds to incoming correspondence and on-line inquiries from education award (scholarship) applicants and recipients.
- Coordinates the administration of the Educational Awards Program (scholarships) by maintaining files, entering data, and initiating follow-up with colleges and scholarship recipients as needed. In addition, addresses questions related to payments and status changes.
- Maintains Education Awards (scholarship) data in the organization's database, develops and designs reports that meet the needs of the department for internal, board, and external purposes. Works with IS to continually improve and maintain effectiveness and integrity of the data and reports.

3. General Grants Team Support

- Creates and maintains weekly team operations meeting agenda

- Supports Grants Program assessment efforts
- Coordinates meeting logistics and travel arrangements for Director of Grants
- Coordinates logistics associated with the Foundation-sponsored grants-related conferences or meetings.
- Processes accounts payable for Grants related invoices and prepares related contracts.

4. Participates in standing or ad-hoc organizational teams and cross-functional projects.

Supervisory/Work Direction Responsibilities:

- No supervisory responsibilities.
- Provides work direction to temporary grants program workers as appropriate.

Education and/or Experience:

- Formal preparation—2 years post-secondary education or a demonstrated combination of education and applicable work experience. A 4-year degree (or equivalent) in related field and experience working in the nonprofit or philanthropy field is beneficial, but not required.
- High level of understanding and experience working with relational databases.
- Strong experience with the Microsoft Office suite of software programs.

Other Skills & Abilities:

- Excellent verbal and written communication skills.
- Detail oriented and self-directed.
- Ability to work as a team member.
- High level of emotional intelligence
- Ability to work across cultural differences (Intercultural Competence).
- Ability to independently prioritize multiple duties and projects to meet deadlines.
- Ability to support and model organizational values
- Basic math skills.

Typical Physical Requirements for the Position:

- Sitting or standing at desk/computer 5-7 hours per day.
- Repetitive motions of hands, fingers, wrists are needed 5-7 hours per day; (keyboarding usage).
- Occasional lifting and carrying—up to 45 lbs.