

Grants Administrator

Charlottesville Area Community Foundation (Community Foundation) Position Description – Fall 2021

Grants Administrator

The Grants Administrator provides critical administrative and programmatic support for the Community Foundation, and specifically the Discretionary Grantmaking Programs Team, and its various internal and external stakeholders.

Reporting to the Director of Programs, the Grants Administrator performs a variety of programmatic and administrative tasks and ensures the smooth functioning of the Foundation's discretionary grantmaking and capacity building programs. At the same time, this team member supports our grant partners in navigating the Foundation's grantmaking systems, and responds accurately and promptly to staff, donor, and grantee inquiries. In addition, the Grants Administrator performs coordination activities as needed, including event and meeting support, scheduling assistance, and recordkeeping.

The Grants Administrator ensures that work is carried in accordance with the Community Foundation standards, policies and procedures and ensures the effective and efficient stewardship of resources.

The Grants Administrator's responsibilities are foundation-wide in scope and include the following:

- Provide administrative support to Programs Team throughout the life cycle of each grant round including collecting and organizing applications, conducting basic due diligence, providing technical assistance to applicants and grantees, coordinating the review process, scheduling financial distributions, and grantee tracking.
- Provide general operational support including the organization of files, creation of presentation materials, data entry and analysis, generating reports from database and translating data into meaningful insights for the team.
- Manage the Catchafire capacity-building platform including, grantee relationships and communications, engagement and follow-up opportunities, problem-solving challenges, tracking progress, and maintaining accurate records.
- Provide support for the planning and execution of Grants Portfolio Committee and other group meetings (agendas, scheduling, presentation materials, etc.)
- Manage monthly nonprofit newsletter and otherwise support ongoing communications strategy by monitoring media (print/social/broadcast) and provide articles/photos for newsletters, the annual report, the website, social media, and all other communications, highlighting grants and other community foundation programs and events

- Provide exemplary customer service to community partners, grantees, applicants and key stakeholders including timely communications, information about grantmaking programs, and technical assistance
- Research and stay informed about community trends affecting the Central Virginia area
- Monitor related grantmaking approaches, relevant issues, and trends, reviewing publications and attending related conferences, meetings, and other events as appropriate
- Support the Director of Programs to develop and implement strategies to achieve equitable access to Community Foundation resources and achieve equitable results in the region

Desired Skills & Abilities

The successful candidate thrives as part of a team that values integrity, open and direct communication, vulnerability, and empathy. They will bring an eagerness to learn, a strong attention to detail, a willingness to take ownership of tasks both big and small, and an ability to remain flexible and adapt to change. They will be a team player, an active problem-solver, and open to new ideas.

Additionally, this individual will understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to diversity, equity, and inclusion.

The Grants Administrator has 2-4 years of experience in grants management, office administration and a basic knowledge and understanding of computing principles. They are an experienced self-starter who can manage multiple priorities and complete multiple tasks at any given time, demonstrating strong attention to detail and following through on assigned tasks. The successful candidate is oriented to customer service, with strong communication and collaboration skills and an interest in strengthening the regional nonprofit community. They have a demonstrated ability to apply policies and procedures with flexibility, creativity, and resourcefulness to suit new or different circumstances. The Grants Administrator has excellent knowledge of spreadsheet, data management, and word processing tools (MS Office, Excel, Word, etc.) and a working knowledge of office equipment, computer hardware, and peripheral devices. Proficiency in typing, electronic and paper filing and understanding of database programs is required.

Minimum Education and Work Experience

- Bachelor's degree and two to four years of experience with grants management.
- An equivalent combination of education and experience will be considered.

Compensation & Benefits

This is a full-time, salaried non-exempt position with a salary range of \$55,000 to \$65,000. The Community Foundation offers a robust employee benefits package, including flexible work hours and location, 100% of employee health insurance paid, the opportunity to participate in a 401(k) with up to 6% employer match, and 160 hours of personal time off in the first year of employment plus a minimum of nine paid holidays. This role includes opportunities for professional development and growth.

The Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and professional training.

About the Charlottesville Area Community Foundation

The Community Foundation was established in 1967 with a mission to improve the quality of life in Charlottesville and the surrounding counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson, and Orange. This region of more than 310,000 people includes a variety of rural and urban environments, and is home to a complex, and at times, deeply painful American history. The region's changing demographics present opportunities for greater inclusion, and the Community Foundation is deeply committed being an equity-forward, community-centered organization that ensures our region is one where everyone can belong, contribute, and thrive. As a tax-exempt, nonprofit public charity, the Community Foundation works with local residents, nonprofits, and public and private organizations to facilitate philanthropy through several hundred donor funds and scholarships while awarding grants from its own discretionary resources.