



Grants and Operations Associate

Description of Position

The Grants and Operations Associate works in cooperation with Foundation staff to support the process of awarding grants for the organization. They are responsible for providing administrative, database, and logistics support for the grants team and CFA grantmaking programs, as well as general operational support for the organization.

Major Areas of Responsibility:

- **Grant Support and Administration** - Under the guidance of the Community Initiatives and Grants Director
 - Discretionary and Field of Interest Grants
 - Future Fund Grants
 - Coleman County Foundation Grants (including the Friends of Coleman County Grants)
 - Venture Grants and Small Neighborhood Grants
 - Back up support for Donor Advised grant entry/distribution
- **Operations** - Under the guidance of the President/CEO
 - General office and administrative support
 - Tasks supporting Board of Trustees activities
 - Provide administrative/clerical support to the President/CEO

Essential Job Duties

- Answer routine inquiries about the Foundation's grantmaking programs and cycles, including deadlines, guidelines and proposal review process
- Conduct and maintain due diligence requirements for all grantees
- Serve as primary point of contact for applicants and grantees who need assistance in utilizing the Foundation's grants management system for submission of applications and reports
- Facilitate collection and review proposals for completion
- Work with applicants to collect outstanding and revised materials
- Send grant agreements for electronic signature
- Collect and file grant evaluation reports
- Arrange logistics and produce hard copy materials for committee meetings in coordination with Community Initiatives and Grants Director

- Keep informed of the best practices in the grants management field, develop a good understanding of IRS regulations, and recommend and help implement improvements to the grants management process
- General administrative duties - e.g. filing, back-up on mail, receptionist duties, field general inquiries via phone and email and route communication to appropriate staff
- Prepare concise, accurate and timely minutes of key Foundation meetings
- Prepare, ensure accuracy of, and distribute Board of Trustees and Committee Meeting materials
- Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Knowledge, Skills and Talent

- Effective oral and written communication skills
- Ability to interact professionally with a broad spectrum of donors, community leaders, nonprofit representatives, Foundation board members and staff members
- Commitment to quality work, continuous improvement and accountability
- Strong attention to detail, accuracy, organization and follow through
- Ability to follow tasks through to completion with minimal supervision and within the timelines set for each project/task required
- Strong analytic, problem solving and strategic thinking skills
- Ability to maintain high degree of discretion and confidentiality
- Ability to learn quickly and follow current grant-processing procedures as well as implement new procedures when appropriate
- Flexible self-starter who works well independently, but who also thrives in a team environment, sharing ideas and working collaboratively
- Personal qualities of integrity, strong work ethic, and dedication to the mission of the Foundation

Qualifications and Experience

- College degree preferred and must possess 3+ years of administrative experience, preferably with a non-profit organization
- Advanced computer and office skills required, including Microsoft Outlook, Word, Excel, and PowerPoint

Compensation

Compensation will be commensurate with experience; a comprehensive benefits package is provided.

Application

Cover letters and resumes should be sent electronically to cfa@cfabilene.org.