



## **Job Posting**

### **Grants Manager**

February 10, 2020

#### **Organization Overview**

Founded in 1962, the Buell Foundation is a private foundation dedicated to supporting the positive development of children across the state of Colorado through grants and partnerships with nonprofit organizations. Grants are awarded in the areas of early childhood development and teen pregnancy prevention. Since inception, the Buell Foundation has awarded more than \$200 million in grants.

#### **Position Summary**

The Grants Manager works closely with all Foundation staff to manage the operational, data system and logistical functions of Buell Foundation grantmaking. Grants management is the position within the Foundation where all functions overlap. The Grants Manager ensures that grants management processes and systems are employed in an efficient manner and meet the needs of both staff and grantees. Attentive grant management enhances the Foundation's effectiveness and reputation. The ideal candidate will approach this position from a customer relations stance, paying attention to the needs of grantees, staff and board members. In addition, the ideal candidate will have comfort with and aptitude for "behind the scenes" activities that support the overall effectiveness and success of the Foundation. This individual will be proactive, detail oriented and friendly. The Grants Manager reports to the Vice President of Programs and is an active member of the program team.

#### **Essential Responsibilities**

- Manage operational and logistical functions of the grantmaking process.
  - Create grant cycle timeline for each cycle during the year with attention paid to consistency in each step.
  - Manage application intake process. Create files for proposals with the support of the Office Manager and enter new grant applications into the database.
  - Create materials (both hard and soft copies) for grant review meetings.
  - Prepare grant contracts, check requests, check cover letters, declination letters.
  - Coordinate with Controller regarding grant disbursements to process payments.
  - Communicate with and support grantees through grants process.
  - Maintain a manual of grant management procedures.
- Manage and maintain grant-tracking database.
  - Ensure database is compatible with Foundation IT systems; propose changes as appropriate to improve efficiency, accuracy and effectiveness of data/grants tracking system.
  - Ensure integrity and organization of all data and resources.
  - Design, implement and monitor workflow processes and procedures.
- Analyze data

- Produce specialized reports from grant-tracking database, including analysis of grantmaking and year-end reports.
- Collect grant-related information for annual tax return.
- Participate as a member of the program team in discussion about funding strategies, processes and grant recommendations with respect to consistency and adherence to current guidelines, policies, and procedures.

### **Education, Experience and Required Competencies, Skills and Attributes**

- Bachelor's degree required
- Minimum of three years of successful work experience in data information management systems, grants management, and/or business process management
- Experience working with a database, building reports, running queries and maintaining accurate records; thorough, careful and accurate data entry skills; ability to collect, double-check and retrieve data using appropriate methods, procedures and/or technologies.
- Advanced Microsoft Office skills (formatting text, charts, graphics, merging information, etc.); **priority given to applicants with direct experience managing Microsoft Access databases.**
- Meticulous attention to detail and excellent organizational skills with ability to quickly and effectively manage multiple tasks with deadlines.
- Demonstrated ability to design and implement effective workflow processes and procedures.
- Demonstrated ability to be a self-learner and use initiative to drive improvements to department systems.
- Excellent communication and interpersonal skills; must work well with people of diverse backgrounds, perspectives, and cultures.
- Energetic, dependable, and flexible; willing to take on new challenges and learn new skills as needed to perform duties in an efficient manner.
- Familiarity with WordPress or another website content management system preferred.
- Familiarity with the philanthropy or nonprofit sector preferred.
- Team player ready to pitch in wherever needed.

### **Working Conditions**

- Office hours are Monday through Friday 8:30 a.m. to 5:00 p.m., and this position is expected to work out of the Denver office.
- Professional office environment.
- Workload will fluctuate due to deadlines and changing priorities.
- Extensive keyboard and computer monitor use.
- Exposure to sensitive and confidential information.
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Travel in personal vehicle required to attend local meetings. Out of town travel is rare for this position.
- Occasional evening and weekend work may be required.

### **Compensation**

- This is an exempt, full-time position.
- The expected hiring salary range for this position is between \$60,000 and \$75,000. Pay is commensurate with experience. Please note that the Buell Foundation does not typically hire at the top end of the range. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental insurance, and retirement plan.

### **Application Details**

- **Deadline Date:** February 28, 2020.
- All applications should be emailed to Norah Lovato at [nlovato@buellfoundation.org](mailto:nlovato@buellfoundation.org). Please include “Buell Grants Manager Application” in the subject line of emails. Applications should include the following:
  - A cover letter detailing the applicant’s match with the position requirements
  - Resume
  - Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant’s professional abilities
- No phone calls, please.
- The Buell Foundation is an equal opportunity employer. We encourage applications from individuals from a variety of backgrounds. We are committed to building and retaining a diverse team with attention to race, color, national origin, sex, sexual orientation, gender identity, age, veteran or disability status.