

**Position Description – Director of Responsive Grantmaking**

August 2024

**Work Environment:** Hybrid Option  
**FSLA Classification:** Exempt  
**FTE %:** Full-Time  
**Reports To:** Vice President Programs  
**Hiring Salary Range:** \$128,000 - \$160,000

**Position Summary**

The Director of Responsive Grantmaking reports to the Vice President of Programs and is a member of the Programs Leadership Team. As a member of this leadership team, the director contributes to strategic discussions related to Foundation giving and other mission-related activities. The director provides leadership and oversight of responsive grantmaking, which is the primary program of the Foundation and currently includes seven funding priority areas. The director ensures that responsive grantmaking is implemented with a high degree of attention to best practices, quality, consistency, and fit with the Foundation’s funding goals and priorities. The director of Responsive Grantmaking is a public-facing role and is responsible for representing the Foundation in a variety of settings.

This position supervises a team of professionals and builds and maintains a trusting, inclusive, and high-performing organizational culture. The director leads the responsive grantmaking team in implementing funding strategies and ensures consistency and quality of the due diligence process, including development of recommendations for optimizing the process to improve efficiency and effectiveness. In addition, this position oversees preparation of all grant recommendation materials provided to the Board of Trustees and development of educational materials related to trends in the field. As a part of this role, the director maintains expertise in fields funded by the Foundation (currently early childhood and comprehensive sex education) as well as best practices in grantmaking. The director collaborates with other foundations and stakeholders to encourage coordinated and aligned efforts that support the mission and vision of the Buell Foundation.

**Key Responsibilities**

*Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

*Grantmaking*

- Ensure consistent standards for grant review/due diligence by Program Officers in the preparation of grant recommendations provided to the Grant Review Committee.
- Provide guidance to program staff related to application due diligence and report review.
- Maintain a partial caseload (no more than 50% caseload) of grants as needed and complete all requisite components of the due diligence process.
- Monitor all program area objectives to ensure alignment with Foundation’s mission, vision, values and priorities as identified by the Board of Trustees.
- Plan and manage the responsive grantmaking budget in collaboration with the VP of Programs and ensure grant payments are made correctly and in a timely manner.

- Direct preparation of all grant recommendation materials provided to the Board of Trustees for Grant Review Meetings.
- Support responsive grantmaking team in preparing responses to questions provided by the Trustees in advance of the Grant Review Meetings.
- Maintain a broad and deep knowledge of funding areas and best practices in grantmaking through participation in affinity groups, peer learning, community and stakeholder engagement, and publication review, etc.
- Ensure completion of all administrative and workflow protocols, including fully utilizing GivingData, the Foundation's grants management system.

#### *Special Projects:*

- Oversee team research on assigned topics/special projects and present findings to staff, Foundation leadership, and Board of Trustees as needed.
- Identify and think creatively about the Foundation's role with respect to emerging issues related to the Foundation's funding areas; oversee staff preparation of summaries articulating and suggesting possible responses to those issues.
- Design and manage special projects, as appropriate.
- Oversee production of materials for Board and Retreat books at the request of the Vice President of Programs.
- Support the Vice President of Programs in various statewide and systems initiatives.

#### *Leadership:*

- Provide coaching to the Program Officers to support growth and capacity building related to key responsibilities and functions as well as general professional development.
- Plan and facilitate meetings and processes related to the responsive grantmaking team.
- In collaboration with the Programs Leadership Team, identify opportunities for new and/or deeper philanthropic investments.
- Oversee development of educational sessions, as requested, for Board of Trustees in areas of funding priorities.
- Provide the Board of Trustees with regular updates on trends or emerging issues related to funding priority areas.
- Partner with members of the Programs Leadership Team to seek continual improvement of Buell Foundation grantmaking and strategic efforts as well as alignment across bodies of work.
- Collaborate with the Communications Manager to design and implement effective, timely communications strategies related to key funding areas and grant opportunities.

#### *Community Engagement/Partnerships:*

- Cultivate, maintain, and nurture relationships with grantees, outside advisors, experts in the field, public sector partners, and colleagues in philanthropy.
- Attend Rural Philanthropy Days or other regional events as a representative of the Buell Foundation.
- Encourage partnerships and collaborations among grantees and other key stakeholders to increase more effective responses to community issues.
- Professionally represent the Buell Foundation in its interactions with grantseekers and recipients, nonprofit organizations, public officials, and the general public at various activities and meetings.
- Participate in planning and advisory committees related to philanthropy and/or early childhood development topics as appropriate.
- Participate on panels, provide trainings, and/or offer more informal guidance about grantwriting, evaluation, and reporting.

- In partnership with other funders and stakeholders, actively participate in the development of grantmaking projects, pooled funding opportunities, etc.

### **Supervisory Responsibilities**

- Supervise three professional, exempt employees, including a senior program officer (supervisor) and two program officers.
- Recruit, interview, hire, and train new staff in partnership with the Vice President of Operations and Vice President of Programs.
- Oversee the daily workflow of the responsive grantmaking program.
- Provide constructive and timely performance evaluations following the Foundation’s standardized process, including attention to goals, competencies and professional development.
- Oversee performance management of employees, maintaining appropriate documentation, and consulting with the Head of Human Resources who is also the Vice President of Operations as needed.

### **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. This position will be responsible for other duties as assigned.

### **Ideal Competencies**

- Excellent verbal and written communication skills. A significant function of this position is writing accurate, concise, and persuasive documents.
- Effective interpersonal and customer service skills.
- Strong organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and manage diverse and competing priorities.
- High level of professionalism, diplomacy, and discretion with the ability to maintain matters of confidentiality.
- Strong analytical and problem-solving skills.
- Ability to navigate power dynamics in a variety of settings.
- Effective meeting facilitator.
- Ability to function well with cyclical phases of work that can be fast-paced and at times stressful.
- Work effectively with others to accomplish objectives, build and maintain partnerships, leverage information, and achieve results.
- Demonstrate flexibility and a growth mindset; openness to different and new ways of doing things; willingness to modify one’s preferred way of doing things.
- Comfort with ambiguity and willingness to be flexible and adapt to changing circumstances.
- Takes initiative when needed for both large and small projects; identify needed improvements/changes and propose a solution.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to motivate others to achieve a common goal.
- Ability to acknowledge the interests and important concerns of others; listen attentively to people’s ideas and concerns and work with individuals to identify appropriate solutions.

### **Education, Experience, and Skills**

- Bachelor’s degree (or four additional years of equivalent experience related to this position) required.

- Minimum of five years of foundation, nonprofit, or related experience required with evidence of increasing responsibility. Seven years preferred.
- Minimum of three years of experience supervising a team of professional employees.
- Previous grantmaking experience required, including ability to critically analyze grant proposals and non-profit financials.
- Experience creating and managing budgets strongly preferred.
- Experience in project management a plus.
- Proficient with Microsoft 365 and Microsoft Office Suite or related software.
- Proficient with grant management systems, databases and/or CRM systems.
- Knowledge in the field of early childhood strongly preferred; knowledge in the field of comprehensive sex education a plus.
- Familiarity with the state of Colorado and working in and with diverse communities (rural, resort, newcomers, non-English speaking, etc.) preferred.
- Experience and comfort working in a small office that is team-oriented, mission-driven, and strives for excellence.

**Additional Eligibility Requirements**

- Valid Driver’s License in good standing and access to vehicle or transportation for local travel.

**Work Environment**

- This position is based in the Foundation’s Denver office. Typical office hours are Monday through Friday 8:30 a.m. to 5:00 p.m.
- The workload will fluctuate due to deadlines and shifting priorities.
- This position will be exposed to sensitive and confidential information.
- Occasional evening and weekend work may be required.

**Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.

**Travel Required**

- Travel, including overnight trips, will be required to complete the duties of this position.
- Travel is generally limited to fewer than five days per trip.
- Local travel will require the use of a personal vehicle while farther destinations may be accessed through rental vehicles or airplane.

**Non-Discrimination Statement**

The Buell Foundation is committed to providing an inclusive and welcoming environment for all our staff, grantees, beneficiaries, and vendors and does not discriminate on the basis of race, color, national and ethnic origin, religion, gender, gender expression, age, disability, marital status, and sexual orientation in any of its activities, the administration of its grants, or employment practices. The Foundation’s policy is to maintain an environment free of unlawful discrimination and to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.