



Title: Grants Officer

Reports to: Director, Grants & Donor Engagement

The Position

The Grants Officer will work as part of a professional staff to carry out an effective, creative grantmaking process at the Foundation. The Grants Officer is a highly motivated self-starter who can bring the same initiative to a team environment.

Grants Administration and Grantmaking Support

- Assists with the full grantmaking cycle including grantseeker online application assistance, monitoring grants, reviewing applications, completing due diligence, and processing grant reports and amendments
- Maintains updated grant information on Foundation website
- Screens applications for completeness and fulfillment of minimum requirements
- Manages the delivery and tracking of grant agreements and amendments, including requests for revisions and internal reviews
- Oversees grant report reminders and ensures grantee reports are submitted in a timely manner
- Schedules internal and external meetings related to grants management
- Ensures high data quality in all database systems in terms of completeness, consistency and accuracy
- Provides grantmaking reports quarterly and as needed to staff, Community Programming Committee and Board of Governors
- Prepares Community Programming Committee meeting minutes
- Helps monitor and support adherence to policies and best business practices
- Assesses, recommends and tests system and process enhancements to maximize grantmaking efficiency and effectiveness
- Partners with staff members during peak grantmaking periods (including peak scholarship periods) to pivot and rebalance priorities
- Assists with agency endowment grantmaking program and all designated fund grant entry
- Participates in grantee check presentations and other nonprofit events/visits
- Coordinates staff volunteer days
- Other duties as assigned

Marketing/Social Media

- Assists in the development and writing of social media content as related to grantmaking
- Assists in the production of press releases as related to grantmaking
- Assists in the planning of press conferences as needed
- Assists in the development of PowerPoint presentations when needed
- Assists in creating e-newsletters and event invitations as needed
- Supports production of the annual report

Other responsibilities:

- All aspects of general office/administrative duties including, but not limited to: telephone and reception duties when Administrative Assistant is unavailable, processing grants correspondence, handling mailings, preparing grant acknowledgements and notification, etc.
- Attends quarterly board meetings as needed
- Represents the Foundation at meetings and events as appropriate
- Other related duties as appropriately assigned

Competencies

- Advanced Excel and database management skills
- Strong organizational skills that reflect the ability to streamline, perform and prioritize multiple time-sensitive tasks with a critical eye for detail
- Exceptional ability to produce and communicate findings from data analysis to varied audiences both verbally and in writing
- Demonstrates ability to conduct training both one-on-one and with a group
- Flexible and positive approach to problem-solving in a collaborative team environment and an ability to work collaboratively with multiple audiences
- Demonstrates interest in the nonprofit and/or philanthropic sector (preferred)

Every staff member employed by the Foundation is expected to:

- Maintain confidentiality and use good judgement, discretion, decision-making and professional and ethical work standards within a fast-paced environment
- Maintain a positive, helpful attitude and a commitment to service in all internal and external interactions
- Be able to prioritize and organization workloads to meet deadlines and balance work among multiple duties
- Work independently with minimal supervision as a member of a team
- Work well with coworkers, especially in a small office
- Receive training and maintain working knowledge of all office equipment and software
- Possess a valid driver's license, reliable personal transportation and current auto insurance.

Experience and Education

- A Bachelor's degree
- 3+ years relevant work experience in a nonprofit or for-profit organization
- Experience managing databases and maintaining data integrity

Attributes

The ideal candidate will demonstrate the following attributes, which describe how we at the foundation strive to do our work with each other and our partners.

- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self Aware
- Sense of Humor

Competitive compensation package. Located in professional, downtown offices.

To apply, send a cover letter and current resume to:

Carly Oliver, Chief Operating Officer
Community Foundation Serving Western Virginia
P.O. Box 1159
Roanoke, VA 24006

Or by email to:

carly@cfwesternva.org