



**Title: Grants and Gifts Associate**

**Reports to: Director, Grants & Donor Engagement**

### **The Position**

As the Grants and Gifts Associate, you will be part of a committed, professional team working to deliver a thoughtful and impactful grantmaking process. We're seeking a highly motivated self-starter who brings initiative and enthusiasm to a collaborative environment.

### **Grants Administration and Grantmaking Support**

- Assists with the full grantmaking cycle including grantseeker online application assistance, monitoring grants, reviewing applications, completing due diligence, requesting ACH information, 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
- Coordinate and lead Community Programming Committee meetings and 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 redirect and rebalance priorities
- Assists with agency endowment grantmaking program and all designated fund grant entry
- Coordinates and participates in grantee check presentations and other nonprofit events/visits
- Other duties as assigned

### **Nonprofit Outreach Programming**

- Lead and manage NPO CONNECT nonprofit outreach program, ensuring high-quality programming that supports and engaged the local nonprofit community
- Plan, coordinate, and execute all outreach events and activities from concept through completion, including venue selection, vendor coordination, scheduling, and logistics
- Work within the board-approved programming budget, ensuring cost-effective planning and execution
- Promote events and initiatives through targeted communications, including social media, email marketing (Constant Contact), and other outreach channels to maximize nonprofit participation and engagement (in conjunction with Communications Associate)

### **Gift Entry and Support**

- Handles the deposit, processing and acknowledgment of donations in CSuite according to established protocols
- Assist Chief Financial Officer with mailing quarterly and annual fund statements
- Perform additional duties as assigned.

### **Other responsibilities:**

- All aspects of general office/administrative duties including, but not limited to: ordering supplies, telephone and reception duties
- Manage delivery of monthly anniversary, birthday, and sympathy cards
- 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 office, with occasional travel to our Martinsville office required.

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

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

**Or by email to:**

[april@cfwesternva.org](mailto:april@cfwesternva.org)