

Grants Manager

William Caspar Graustein Memorial Fund
Hamden, CT

Organization

The William Caspar Graustein Memorial Fund is a family foundation dedicated to achieving equity in education by working with those affected and inspiring all to end racism and poverty. Grants are focused on building community power, disrupting institutional inequity and transforming key systems. Our values and culture offer a supportive work environment, and the opportunity to grow professionally, contribute and make a difference in Connecticut communities.

Position Description

Grants Manager will report to the Senior Program Officer and work closely with the Executive Director, the Program Implementation Team, grantees and other staff. Grants Manager will be the primary contact for grantees. The Grants Manager will support the coordination and documentation of all grant making programs from point of application through approval and completion of grants. The Grants Manager will be extremely organized, work well with the team, and have the ability to shift from lead to support roles with ease, while at the same time track details and manage multiple tasks.

Specific Responsibilities

The Grants Manager will be responsible for all administrative aspects of WCGMF grantmaking process, including, but not be limited to, the following:

- Administer the grant management process using the Blackbaud Grantmaking Database (formerly the GIFTS Grantmaking Database) or similar grantmaking software
- Coordinate timely review of grant requests, including membership grants and requests for technical assistance awards
- Prepare a monthly report of missing application materials and grantee reports and follow-up with grantees on all items
- Work with Program Officers to prepare, track and mail all grant-related correspondence including award letters, memorandum of agreements, grant reports and payments
- Prepare check requests and payments for appropriate signature(s)
- Monitor proposals and active grants and ensure alignment with the Fund's legal, financial, and program compliance requirements, and manage and archive files for all grants
- Monitor grant requirements and keep program staff informed about upcoming deadlines and deliverables for reports, and review fiscal reports submitted by grantees for accuracy
- Coordinate the scheduling of grantee calls, site visits and meetings, in collaboration with program staff
- Assist organizations with information on grant applications and requests for technical assistance
- Prepare grant reports for board book and accountant, including quarterly and year-end schedule of appropriations and payment reports
- Participate in, and occasionally lead, meetings; take notes, keep records, and track and implement action items, as necessary
- Understand the program strategies, grants process and funding guidelines and effectively communicate those to internal and external partners that inquire about and/or request for information, in a timely, professional, and courteous manner
- Identify and develop strategies to optimize the grants administration process, and participate in strategy refinement and monitoring, evaluation, and learning activities with the program team, as necessary
- Assist with research for improved grants management software, as necessary
- Maintain a current email list of all grantees and partners; manage the organization's mailing list for special occasions
- Attend pertinent grantee meetings and conferences which may require local or out of state travel
- Other duties and projects, as collaboratively identified and assigned

Knowledge, Skills, and Abilities

- Knowledge of and commitment to issues of equity in education as impacted by racism and poverty
- Strong written and oral communications and proofreading skills
- Ability to effectively prioritize time, complete tasks, meet deadlines with accuracy and dependability, effectively handle non-routine matters, and suggest and implement process improvements, as necessary
- Maintain a positive attitude and willingness to actively participate in team projects
- Demonstrated leadership skills and ability to work with humor and grace under pressure and interact with people in a courteous and tactful manner across diverse cultures and backgrounds
- Experience working with grassroots organizations, is desirable
- Knowledge and experience working with Outlook, Word, Excel, and PowerPoint
- Knowledge and experience working with Blackbaud Grantmaking software, or a similar grants management software, is desirable

Qualifications

College degree or equivalent level of education in applicable discipline and a minimum of two (2) years of related grants management and support work experience in philanthropy.

Compensation

An excellent benefits package and a salary commensurate with related work experience. The position is a full-time (40 hours) and nonexempt located in Hamden, CT.

How to Apply

Please send an email to csiberon@wcgmf.org by no later than **April 30, 2019**. Refer to the Grants Manager position in the subject line, along with a resume and one-page cover letter explaining your interest and how your skills and background fit the position.

No phone inquiries, please. The William Caspar Graustein Memorial Fund is an equal opportunity employer and welcomes a diverse candidate pool of candidates. More information about the Fund can be found at www.wcgmf.org