



## Grants Coordinator

Position: Regular, Full-Time, Non-exempt

Department: Grants Management

Reports to: Director of Grants Management

Supervises: n/a

Date Reviewed: February 2020

---

**Summary:** The Grants Management team is responsible for working with internal colleagues and grantees to structure and coordinate workflow and communication around the grantmaking process, managing all administrative aspects of incoming requests and awarded grants. The Grants Coordinator is the primary contact for grant applicants and grantees and serves as the liaison between them and other foundation staff on the Program, Advancement and Finance teams.

### **Responsibilities and Expected Outcomes:**

- Prepare all documentation necessary for an accurate and smooth process through a grantmaking cycle from entry to completion for board-directed, community responsive, donor-advised, affiliated funds, committee-advised and designated grantmaking.
- Coordinate workflow of grant recommendations, within specific deadlines, through a review and approval process and ensure accurate data, coding and quality documents.
- Monitor intake of grant inquiries and applications to provide detailed information and reports on the stages of submission and provide support to applicants on submission and any technical issues.
- Coordinate all grantmaking activities to ensure compliance with IRS and foundation-specific regulations.
- Monitor post-grant activities and requirements including acceptance, reporting, modifications and closing.
- Create and maintain database records for grants, individuals and organizations, and grantmaking calendars.
- Prepare and produce docket and voting materials for grantmaking committees and supporting org board meetings.
- Involvement with process improvements, systems database (including internal and external training), and documentation of grantmaking procedures.
- Respond to grant-related questions and issues.
- Undertake special projects as assigned.



**Essential Qualifications, Credentials and Technical Skills required:**

- High school diploma required. Associate's or bachelor's degree preferred
- Three or more years of experience working in a grantmaking or similar environment
- Demonstrated ability to work with Microsoft Word, Excel, PowerPoint and Outlook. Familiarity with database programs and applications
- Strong verbal and written communication skills
- Ability to work well in a fast-pace deadline-driven environment with a sense of urgency
- Excellent time management and organizational skills in order to meet deadlines
- Detail oriented with proven problem-solving skills
- Experience working with a diverse group of individuals internal and external to an organization
- Ability to respond sensitively and patiently to staff, donor and community inquiries in a timely manner
- Demonstrated ability to work both independently and in a collaborative team environment

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and two weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter **indicating salary requirements** to [resumes@clevefdn.org](mailto:resumes@clevefdn.org) by March 8, 2020. ***We regret that we cannot respond personally to each applicant.***

**Our Mission:**

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

**Our Vision:**

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.