

# **ANSCHUTZ FAMILY FOUNDATION**

## **Job Description: GRANTS MANAGER POSITION**

### **Position Summary**

The Grants Manager serves as the principal administrative and informational contact for the Anschutz Family Foundation ([www.anschutzfamilyfoundation.org](http://www.anschutzfamilyfoundation.org)). This position is generally the first point of contact for grantees and the public, providing information on the Foundation's guidelines, the grant proposal process, and assisting in database issues. The Grants Manager works closely with the Foundation staff in a team environment serving as the central point in the Foundation's day-to-day operations. This position is responsible for processing grant applications, tracking grants made by the Foundation, obtaining and maintaining reports required from grantees, handling correspondence, meeting arrangements, annual reports, and special projects.

The Grants Manager reports to the Executive Director of the Foundation for the satisfactory fulfillment of the functions and responsibilities of this position.

### **Position Duties**

- Communicate the Anschutz Family Foundation's objectives, priorities and grant review process to nonprofit organizations and others in the community
- Serve as point of contact for inquiries about grant eligibility and the grant process
- Provide technical assistance and troubleshooting for online grant application users
- Process grant applications and assign requests to program officers
- Create correspondence to grant applicants and grantees as necessary
- Prepare reports and participate in the review of grant applications
- Update database status after decisions have been made regarding grant proposals
- Prepare check requests for payment of funds to grantees upon approval of grant awards
- Manage operational and logistical functions for board of trustees meetings, including notices, meeting space, board notebooks, and taking minutes
- Prepare and distribute all approval and denial letters after board meeting
- Request final reports from grantees if reports have not been filed in a timely manner
- Prepare the Foundation's annual report
- Attend annual staff retreats and Colorado Rural Philanthropy Days
- Ensure the Foundation's website is regularly updated and maintained
- Produce regular and ad hoc grant making reports and perform data analysis as needed
- Coordinate meeting and event arrangements as requested
- Administer and perform administrative functions for the Foundation's Chair/President, Executive Director and staff as needed in connection with Foundation activities

- Responsible for maintaining office supplies, printing, Foundation records, and telephone functions
- Other duties as assigned

### **Position Qualifications**

- Top-notch communication and organizational skills, both verbal and written, with meticulous attention to detail
- Excellent customer service skills with various audiences
- Flexibility; must be willing and capable of adapting to changing priorities and deadlines
- Evidence of dependability, trustworthiness and effective work habits
- Ability to take initiative and complete project assignments independently or as part of a team
- Ability to represent the Foundation in a professional and highly competent manner
- Must be able to multi-task during peak periods and be able to work with deadlines
- Must be able to work in a close, cross-functional team environment, along with the ability to work independently for stretches of time
- Sense of humor; ability to be serious without taking oneself too seriously
- Must become familiar with the Foundation's guidelines and processes
- Demonstrated ability using computers and database applications, including Microsoft Office; having a background in Blackbaud's GIFTS database helpful
- Familiarity with WordPress or another content management system preferred
- Past experience working for a nonprofit or foundation helpful
- Driving and occasional travel may be required

### **Application Details:**

- **Deadline Date:** close of business on **December 15, 2017**
- All applications should be emailed to: [info@anschutzfamily.org](mailto:info@anschutzfamily.org) with "**Grants Manager Position**" in the subject line. Applications should include the following:
  - Cover Letter detailing the applicant's match with the position requirements
  - Resume
  - Salary History
  - Three References
- Please, no phone calls or email inquires
- EEOE