

ANSCHUTZ FAMILY FOUNDATION

Grants Manager Position Description

May 11, 2023

Position Summary

The Grants Manager serves as the principal administrative and informational contact for the Anschutz Family Foundation (<https://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 Salesforce database issues. The Grants Manager works closely with the Foundation staff in a team environment serving as the central point of contact in the Foundation's day-to-day operations. This position serves as the Foundation's Salesforce database administrator and Super User and is responsible for processing and tracking grant applications, obtaining and maintaining grant 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 the position. As the Foundation believes that presence in the office contributes significantly to teamwork, development, and comradery, this is an office-based position.

Position Duties

- Process grant applications, assign requests to program officers, and assist with grant application document management
- Verify the tax-exempt status and eligibility of applying grant applicants
- Prepare reports and participate in the review of grant applications
- Manage operational and logistical functions for board of trustees' meetings, including notices, meeting space, board notebooks, and taking minutes
- Prepare check requests for payment of funds to grantees upon approval of grant awards
- Prepare and distribute approval and denial letters after board meetings
- Responsible for facilitating the final grant report processing, including creating final grant report requirements in Salesforce, sending reminder emails, requesting final reports, and acknowledging submitted grant reports
- Manage the Foundation's Salesforce grants management database and the intake of applications, letters of inquiry, and grant reports
- Maintain accuracy of the Salesforce grants management database by ensuring consistency of organizational records, grant schedules, award amounts, site visits, dashboards, reporting, and contact records
- Provide Salesforce technical assistance for online grant application users and Foundation team members

- Serve as the Foundation's Salesforce database administrator, Super User, and liaise with outside developer consultants
- Remain current with Salesforce technologies and best practices
- Respond to emails and telephone calls requesting information about the Foundation's grantmaking process, grant eligibility, and/or the status of a proposal's review
- Create correspondence to grant applicants and grantees as necessary
- Prepare the Foundation's annual report
- Attend annual staff retreat and Colorado Rural Philanthropy Days in various locations throughout the state; overnight travel required
- Ensure the Foundation's WordPress website is regularly updated and maintained
- Produce regular and ad hoc grantmaking reports and perform data analysis as needed
- Coordinate meeting and event arrangements as requested
- 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, general office inbox, mail, and telephone functions
- Stay abreast of current grants management best practices
- Escalating duties as proficiencies and Foundation understanding are absorbed
- Other duties as assigned

Minimum Qualifications

- Minimum of a bachelor's degree or equivalent experience
- A clear commitment to the mission and values of the Foundation
- Experience with database management and a thorough understanding of data integrity methods and procedures
- Top-notch communication and organizational skills, both verbal and written, with meticulous attention to detail
- Excellent customer service skills with various audiences
- Enjoys learning and creating operational efficiencies
- Strong comprehension and analytical skills
- Flexibility – enjoys adapting to changing priorities and deadlines; and skillfully navigates high energy and sometimes stressful environments
- 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
- Self-starter that can take initiative and complete project assignments independently or as part of a team
- Evidence of dependability, trustworthiness, and effective work habits
- Ability to maintain a high level of confidentiality
- Sense of humor; ability to be serious without taking oneself too seriously
- Advanced skills in Microsoft Office Suite, particularly Word, Excel, and Outlook, and demonstrated ability and competency in the use of computers and technology
- Ability to represent the Foundation in a professional and highly competent manner
- Must become familiar with the Foundation's guidelines and processes
- Driving of a personal vehicle with mileage reimbursement and occasional weekend and overnight travel is required

Preferred Qualifications

- Experience with implementing and administering Salesforce grants management solutions and configuration including, but not limited to: flows, field configuration, page layouts, compact layouts, site configuration, record types, custom settings, dashboards, and reports, highly preferred
- Understanding of Salesforce sharing and security (roles, profiles, permissions)
- Experience with Conga Composer, including query building, template generation, and button configuration
- Familiarity with WordPress or another website content management system
- Knowledge of best practices for nonprofit organizations
- Three years of experience working for a nonprofit, foundation, or equivalent
- Familiarity with and understanding of the nonprofit legal environment and tax-exempt status

Compensation and Benefits

This is a full-time, exempt, office-based position located in downtown Denver, Colorado. Starting annual salary range is \$60,000 to \$70,000, commensurate with background and experience. A generous benefits package is offered, including medical and dental insurance; retirement program, sick and vacation leave, and paid holidays. Office hours are 8a to 5p, Monday through Friday.

To Apply:

- Position is open until filled, with a priority consideration deadline of **June 1, 2023**
- Candidate materials will be reviewed on an ongoing basis, and initial interviews are expected to begin in mid-June with an anticipated start date in mid- to late-July
- All applications should be emailed in a single PDF file to: 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 and what motivated you to apply for this position
 - **Resume**
 - List of **three (3) professional references**, with contact information, two of whom are/were an immediate supervisor with firsthand knowledge of applicant's professional abilities (applicant will be notified before references are contacted)
- Please, no phone calls or email inquiries

All applications will be treated confidentially. Anschutz Family Foundation is an Equal Opportunity Employer that seeks talented, team-oriented individuals dedicated to our mission and values. For more information, please visit www.anschutzfamilyfoundation.org.