



What we are looking for: Grants Manager

The exempt position of Grants Manager reports to the Senior Director, Grants and oversees the BCM grant process in accordance with approved policy and coordinates the administration of grant functions. Ensure accurate and timely maintenance of grant records and periodically report on internal grant trends and activities.

Principal Duties and Responsibilities:

Grant Management:

- Oversee the grant process in accordance with approved policy and coordinate administration of grant functions.
- Guide the development and evolution of the foundation's grants management systems and processes to achieve higher levels of efficiency.
- Manage all aspects of day-to-day tracking, monitoring, and reporting processes and procedures for pending, active, and closed grants.
- Prepare and analyze Ad Hoc reports.
- Oversee maintenance of all Foundation program files for compliance, purging, etc.
- Oversee the process of grant payments.
- Oversee the execution of grant approvals, completed award agreements, and amendments.
- Coordinate Grants Group Meetings.
- Provide orientation and training to new program staff regarding grants management processes.
- Perform other duties as assigned.

Grant Application / Transom Cycle Management:

- Respond to inquiries regarding grant application guidelines and procedures, status of applications, and documentation related to the application process.
- Review applications for completeness and ensure application data is entered into Blackbaud Grantmaking (BBGM) grant tracking software.
- Oversee scoring review process and prepare documents for Board and Grants Committee decision-making.

Grants Committee Support:

- Preparation for Grants Committee meetings, including agenda, compilation of meeting materials, meeting notices, coordination of guest speakers, etc.

External Communications:

- Communicate to nonprofit organizations and the general public regarding BCM activities (website, GuideStar, annual report, grant application guidelines, general organization information).
- Review program grant-related publications and supervise revisions.
- Serve as a resource for all grantmaking activities to be used on the BCM website.
- Receive and respond to all external email requests for information and notices, where appropriate.

Supervision – Direct Reports:

N/A

Qualifications:

- A bachelor's degree from an accredited university is required.
- Five to seven years of work experience in a foundation or a nonprofit organization.
- Prior experience as a Project manager in a nonprofit, public, or philanthropic organization is preferred.
- A proven track record in administering complex grantmaking programs is preferred.
- Skilled in Microsoft Office Suite and BBGM for Windows.
- Knowledge and application of best practices in grantmaking.
- Knowledge of grantmaking activities.
- Understanding of current IRS regulations related to foundations.
- Ability to design and implement effective workflow processes and procedures.
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.
- Excellent interpersonal skills and ability to work with a wide range of groups, including but not limited to Trustees, grantees, staff, consultants, other foundations, and community leaders.
- Ability to organize and effectively handle multiple projects and meet regular deadlines with consistency and accuracy.
- Ability to track and categorize data in a database and create clear, concise, and timely reports.
- Experience in financial accountability, financial management, and reporting.
- Experience working with diverse cultures.
- Strong sense of integrity and ethics and commitment to confidentiality.
- Demonstrated leadership ability.
- Strong written and oral communication skills.
- Ability to work as part of a team.
- Ability to work with minimal supervision.

The start date for this position is on or after July 1, 2024.

Those interested in applying for this position should send a resume and cover letter to jobpostings@bcm.org.