



**Job Title:** Grants Specialist  
**Department:** Grants and Community Investments  
**Reports To:** Vice President for Grants and Community Investments  
**Status:** Full-time | Exempt

The role of the Grants and Community Investments (GCI) Team is to provide leadership, partnership and investment strategy at the local, regional, and statewide levels through grants, investments, and community engagement. Each member of the team is expected to understand and be competent in the Vermont Community Foundation's strategies for deploying these three tools to assist in the Foundation's larger goal of closing the Opportunity Gap. In addition, the GCI team is responsible for the evaluation of Vermont Community Foundation's impacts across the state, through tracking, using grantee and investee pipeline development, portfolio stewardship, evaluation and networking activities. These community impacts relate directly to the Vermont Community Foundation's ability to communicate its mission to new and existing donors, fundholders and partners, and to inspire giving in Vermont.

Specifically, GCI team will be responsible for the deployment of resources (grants and mission investing) which align with and help to advance solutions to Vermont's Opportunity Gap. This framing, and the Vermont Community Foundation's complex response to the Opportunity Gap, will rely on the excellent skills—both internally evaluative and externally collaborative—of the GCI team.

**Position Summary:**

The Grants Specialist will strengthen the impact of the Foundation's work by managing and continuously improving processes for the Foundation's competitive grant programs and initiatives. This position focuses on grants processing, and will also include cross training with supporting organization, donor advised, and designated funds and distributions, particularly on tight deadlines. Integral to the job is database administration of the Foundation's Online Grants Application system (Foundant GLM), as well as working at an expert level within the Foundation's main database (FIMS). The primary role is project management for over 20 competitive and discretionary grant programs with multiple deadlines. This includes developing and maintaining efficient workflow, sequencing deadlines to ensure adequate and predictable cycles, administering the Foundation's online grants application platform, providing support to grant applicants and internal staff, and working cross-departmentally to share grant-related information.

Operational responsibilities include processing grants, database management, compliance, reporting, and data analysis. Expertise in Excel, project management, and database management is essential. The position is part of a team that directs the Foundation's programmatic approach to grantmaking and works in close collaboration with members of the Finance and Operations department to ensure data and systems consistency and integration.

### **Description:**

- Develop and manage the Foundation's annual competitive grants calendar in collaboration with other team members.
- Administer the Foundation's grants management software (Foundant GLM) to follow the Foundation's work processes while balancing the needs of program and accounting staff and regulatory compliance.
- Administer each grant round's application, evaluation, and award decision-making process. Perform due diligence for all grantees, process grants within the Foundation's database (FIMS), draft and send award letters.
- Process all grants with discretionary sources; including database entry and coding, preparation of internal forms, copying and distribution of checks and letters, exporting and mail merging letters and reports, and managing grantee acknowledgement processes.
- Work directly with grantseekers via phone and email to answer questions and provide clarification of the Foundation's overall grantmaking priorities, direction regarding application procedures and feedback on proposals.
- Works directly with other Grants Specialists to cross train and support both donor advised fund grantmaking and discretionary grantmaking and tracking.
- Assists in the reporting, data analysis and grant information tracking as requested by GCI, Philanthropy Team, and Communications Teams
- Assists with stewardship of discretionary and component funds
- Work with team members across the organization to implement a shared funding strategy through our Giving Together program, including planning and coordinating the annual calendar and workflow, researching potential donor interest, tracking, and processing co-funded grants.
- Provide technical support and training for internal staff, applicants, grantees, and online evaluators regarding the use of the online grants management software.
- Provides support and evaluation of processes and procedures on a regular evaluation schedule on an annual or biannual basis.

### **Essential Functions:**

- Communicate effectively with applicants, grantees, internal staff and Vermont Community Foundation committee members for competitive grant rounds
- Input, manage and distribute grants for the Foundation's competitive grants, and back up for non-competitive grants
- Maintain a variety of paper and electronic files, managing coding and tracking
- Effectively use various computer software and data bases, word processing and other programs to enter and update data, process grants, and produce detailed reports as needed.
- Ability to understand complex cross-functional systems
- Commitment to improving systems to increase efficiency and effectiveness

### **Essential Skills and Experience:**

- Superior computer and internet skills, including extensive use of databases, Microsoft office and mail merges
- Excellent organizational, clerical, and time management skills
- Excellent communications and customer service skills
- Quality control, detail orientation, and detailed research skills
- Initiative and ability to work independently
- High motivation and extreme dependability
- Commitment to collaboration, teamwork, and personal growth
- High degree of personal and professional integrity

**Essential Qualifications:**

- Grants processing and/or accounts payable experience
- Nonprofit experience
- Experience developing and/or improving computer-based administrative systems

**Instructions for applying:**

Applications will be accepted through Tuesday, March 31, 2020.

Send your resume and three references to [humanresources@vermontcf.org](mailto:humanresources@vermontcf.org)

*The Vermont Community Foundation is an equal employment opportunity employer and offers a competitive salary and benefits.*