



Grants and Scholarships Program Manager

Basic Function

The Community Foundation of Anne Arundel County (CFAAC), a 501(c)3 organization, was founded in 1998 to promote, grow and manage local philanthropy. The mission of CFAAC is to connect people who care to contribute to causes that matter in Anne Arundel County. CFAAC is governed by a Board of Trustees and reflects leadership from multiple sectors of the community. With support from local philanthropists, CFAAC has granted millions of dollars over the past 20 years to nonprofit organizations in Anne Arundel County. In 2017, nearly \$2.3 million in grants were distributed through our community grants program, scholarships, and donor-advised funds.

The Grants and Scholarships Program Manager will develop and manage CFAAC's grant making programs that support donors, nonprofits and the populations they serve in Anne Arundel County. This role is a critical member of a dynamic team helping to promote philanthropy in Anne Arundel County. This is an exciting time to be a member of our team as we continue to advance CFAAC's programs and services for greater community impact.

Duties and Responsibilities

Some of the following duties and responsibilities are consistent while others are cyclical (e.g. scholarship and grant making cycles). The primary focus of this role is program management. Time permitting, we ask that the team member provide additional donor relations support as well. The administrative support outlined here is part of every team member's job.

Program Management

- Process grant requests including completing and submitting grant recommendation forms, completing due diligence, developing and printing grant letters, and tracking and disseminating grant reports
- Manage Donor-Advised fund grant request processing via the Community Suite® software portal
- Manage and update grant application processes in the Foundant® Grants Lifecycle Management software
- Manage all grant processing and related due diligence to assure compliance with IRS and State of Maryland regulations and requirements
- Manage CFAAC grant making and scholarship programs, including Fund for Anne Arundel, Grants 4 Teachers, Help Our Neighbors, Strengthening Nonprofits Grants, the Herzberg-Wild Scholarship, the Officer Grant Turner Memorial Scholarship, and any other grant or scholarship programs that may be developed
- Ensure grant proposal applications are updated and prepared for dissemination

- Manage grant making processes – work with team to develop grant criteria, review, and selection processes, coordinate site visits, ensure programs are executed on time and within program guidelines, on-time and relevant grant reporting
- Recruit and manage grant committees for all grant and scholarship programs -- provide organization, scheduling, and consistent communications with committee members
- Serve as the liaison with nonprofits applying for funding and/or seeking information about CFAAC programs
- Seek grant making best practices to improve CFAAC’s grant making processes
- Understand the importance and relevance of community needs and priorities and how they connect implicitly to our work
- Participate in community partner meetings as relevant
- Collaborate with the Communications Manager to create, edit, review and publish fresh and relevant grant making content to the CFAAC website, blog and electronic newsletter
- Process all award and decline letters
- Serve as the liaison with the Anne Arundel Women Giving Together and Lifting Anne Arundel Giving Circles by providing grant making and event planning support
- Compose, edit and proofread correspondence, emails, and other documents required for grant processing and distribution
- Provide management and support services to certain funds as stipulated in fund agreements

Administrative

All team members share the following responsibilities as needed:

- Support for board and committee meetings, public speaking presentations, and events
- Assemble packets for prospective donors and financial advisors, newsletters, and promotional mailings
- Help maintain a well-organized donor management system, both electronic and hard copy
- Answer phone and assist with other administrative tasks

Donor Relations

- Respond to the needs and requests of fund advisers and donors
- Nurture relationships with fund advisers -- provide them with relevant information about their fund and ensures high quality services are provided
- Research fund adviser interest areas for potential funding opportunities and present proposals at fund adviser meetings
- Assist the President and CEO in managing fund related activities such as events, check presentations, and grant review meetings

QUALIFICATIONS:

- Bachelors degree or equivalent exceptional experience

- Minimum of 3 - 5 years experience working or volunteering with nonprofits, funders, grant making and/or grant writing roles/organizations
- Outstanding organizational and project management skills
- Exceptional verbal and written communication skills
- Strong level of initiative and ability to work independently
- Comprehensive strategic thinker with rapid problem-solving skills
- Significant and consistent attention to detail
- Sense of humor, positive, and self-motivated
- Ability to quickly embrace and incorporate direct feedback
- Enjoys working in a collaborative team environment and being a member of a dynamic, motivated and energetic team
- Ability to meet deadlines and to help others meet their deadlines
- Resourceful, curious, confident and results-oriented
- Must have a deep commitment to philanthropy and the social sector

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Physical Demands/Work Environment

The work is performed primarily in an office setting with minimal local travel required.

CFAAC is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights and values, and what they bring to the workplace.

Applications are welcome from all qualified candidates.

To be considered for this position, please send your resume and cover letter to hrdept@cfaac.org.

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