



Job Title: Grants Management Assistant
FLSA Status: Full time; Non-Exempt
Date: July 2022
Reports to: Vice President of Development
Grade: 08

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Grants Management Assistant will be responsible for providing administrative support for the Community Foundation of the Ozarks' grantmaking processes and workflows to ensure accurate record keeping and process completion.

This person will assist in the processing and tracking of grants and distributions by facilitating the grants payment and reporting processes, maintaining high-quality data in the financial database and working collaboratively across departmental teams, including Development, Affiliates, Programs and Finance.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Perform multi-step workflow processing of multiple grant and distribution programs, including donor-advised grants; agency partner distributions; affiliate network grants; benevolence funds; field-of-interest funds; designated funds; and unrestricted funds.
- Update and maintain databases to ensure data integrity. This includes online data entry for approved grant and distribution requests, recordkeeping, and disbursement of completed grant and distribution payments.
- Generate and mail corresponding award letters.
- Assist with preparing and/or sending completed grant packets to donor advisors and any other fund holders as needed.
- Initiate accounts payables for assigned departments weekly.
- Initiate ACH transactions as requested for grants and distributions.
- Coordinate scheduling for in-person receipt of grants and distributions.
- Assist in maintaining accurate grantee contact information in Community Suite database.
- Manage data and generate reports from Community Suite database.
- Assist with seasonal scholarship distributions as needed.
- Provide back-up staffing for the CFO's front desk and incoming main phone line, including daily lunch-hour coverage.
- Assist with general CFO events as requested.
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel.
- Technical capacity to learn and understand database systems.
- Demonstrated problem-solving skills with attention to detail, commitment to customer service, and efficiency.
- Ability to work both independently and across teams to prioritize, schedule and produce work in a timely manner.
- Effective written and verbal communication skills
- Strong prioritization and time management skills with demonstrated ability to manage multiple workstreams

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

Building Trust – *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent’s needs.*

DEVELOPMENT DEPARTMENT CORE COMPETENCIES

Adaptability - *We maintain effectiveness when experiencing changes in work responsibilities or environment; adjusting effectively to work within new work structures and processes.*

Building Partnerships – *We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.*

Planning and Organizing – *We establish a course of action for self and others to ensure that work is completed efficiently. We develop timelines and maintain order in program processes and ensure we reach our milestones.*

Contributing to Team Success – *Actively participating as a member of a team to move the team toward the completion of goals.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High School degree. Associate Degree or related experience in the nonprofit sector, computer database, accounts payable, or banking preferred.

- At least two years of office experience with data entry, database management or grant administration strongly preferred.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

WORKING CONDITIONS

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Work hours are generally Monday through Friday 8 to 5 with an hour lunch. This position is not eligible for regular remote work.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date