

Job Title: Grants Management Coordinator
FLSA Status: Full time; Non-Exempt
Salary Grade: 9
Date: September 2025
Reports to: Senior Director of Operations



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 Coordinator 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 and Philanthropic Services, Community Impact, and Finance.

This is an in-office position generally on an 8 a.m.-5 p.m., Monday-Friday schedule with one-hour lunch break.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Carry out 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 and/or send completed grant packets to donor advisors and any other fund holders as needed.
- Ensure compliance with IRS regulations, foundation policies, and donor intent.
- Assist with the development and refinement of grant guidelines and procedures in partnership with Fund Stewards and the Senior Director of Operations.
- 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.
- Provide back-up staffing for the CFO's front desk and incoming main phone line.
- 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 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.*

GRANT MANAGEMENT COORDINATOR CORE COMPETENCIES

Building Constituent Loyalty - *Effectively meeting constituent needs; building productive constituent relationships; taking responsibility for constituent satisfaction and loyalty.*

Building Strategic Relationships - *Developing and using collaborative relationships to facilitate the accomplishment of work goals.*

Engagement Readiness– *Demonstrating a willingness to commit to one’s work and to invest one’s time, talent, and best efforts in accomplishing organizational goals.*

Managing Work (includes Time Management) – *Effectively managing one’s time and resources to ensure that work is completed efficiently.*

Quality Orientation – *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High School degree. Associate Degree or related experience in the nonprofit sector, accounting, business, computer database, project management or banking preferred.
- At least two years of 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.

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