

## **William G. and Marie Selby Foundation, Inc.**

### **Grants Manager Position Description**

The Grants Manager at the William G. and Marie Selby Foundation is part of a 4-person team. This position is responsible for the overall administration of the grant process including, but not limited to: processing applications, communication with applicants, communication with decision-makers, compliance, awarding, payment and reporting, and grants management. The Grants Manager works closely with and reports to the Foundation's President/CEO to ensure all activities are handled in a responsive and accurate manner.

#### **Grants**

- Serves as the primary point of contact for all grant applicants and recipients.
- Maintains grant application and other relevant forms, and updates as necessary.
- Assists applicants and Board members with grant software and resolves any problems in an expedient manner. Contacts software vendor for assistance as needed.
- Receives and reviews all grant applications. Works closely with grant applicants to resolve any issues and ensures all documentation has been submitted. Researches information provided and documents any areas of concern.
- Provides detailed information to President/CEO regarding the organization, grant request, and communicates any concerns.
- Schedules and coordinates all grant site visits ensuring attendance of appropriate personnel.
- Communicates to applicants all decisions and prepares appropriate documentation concerning approved/denied grant requests (i.e., letters, contracts, payment receipts, etc.).
- Ensures all documentation is received from the grant recipient in a timely manner and updates grant software accordingly.
- Assists the Board in their decision-making process as directed by the President/CEO.

#### **Compliance**

- Understands current grantmaking laws that pertain to private foundations; researches any new laws or changes.
- Monitors compliance with all grant requirements (reporting due dates, expenditure requirements, matching grant compliance and timeliness, etc.).
- Demonstrates through words and actions Selby Foundation Declaration of Donor Intent and Selby Values statement.

### **Internal Reporting**

- Prepares customized grant summary reports for President/CEO and Board.
- Prepares relevant grant information and updates as requested by President/CEO.

### **Information Management**

- Maintains all recordkeeping systems of grants (both electronic and physical).  
-Total record management and tracking: application>decision>payment>final report.

### **Special Projects**

- Provides training on topics related to grants.
- Assists and works on special projects assigned by President/CEO.
- Works with area funders and agencies to strengthen non-profit services and procedures.

### **Technical Skill Set Requirements**

- Extensive experience with Microsoft Office: Excel (charts, graphs, basic equations, etc.), Word, PowerPoint, and Outlook.
- Familiarity with database concepts/structure/workflow to be able to accurately assess problems and potential fixes.
- Proficient with grant application software (Blackbaud).
- Excellent interpersonal, oral, and written communication skills.
- Comfortable being self-directed and working independently.

### **General Office Duties**

- Assists with answering telephones and preparing for visitors.
- Acts as backup for Office Manager and Scholarships Manager.

### **General Education Requirements**

- Bachelor's degree required.

### **Prior Work Experience**

- Prefer five years of work experience in a field related to non-profits or foundations.
- Some experience with grants, public speaking preferred.