



William G. and Marie Selby Foundation Grants Manager Position Description

Updated April 2024

Position Purpose:

The William G. and Marie Selby Foundation awards capital grants to local nonprofit organizations making gains for people they serve. The Grants Manager position is the lead contributor in the grant making process and a key relationship manager in other nonprofit investments.

Position Overview:

The Selby Foundation is seeking a high-energy candidate with a passion for nonprofit organizations to manage the foundation's grant cycles. Success in the role is realized with accurate, compassionate, and efficient facilitation and documentation of information needed to make informed decisions about potential grants and the ways awarded grants make a difference. The position requires an individual with initiative and excitement for the work; knowledge of (or the ability to quickly learn) attributes of strong nonprofit organizations; fastidious attention to detail; curiosity and interest in continuous learning in the field; efficiency in preparing work products; and commitment to relationship-building with team members, nonprofit organizations and foundation partners. As part of a small team, the position requires independent work to achieve timelines and willingness to collaborate with other staff on a variety of projects and administrative needs.

Detailed Job Responsibilities:

Specifically, the Grants Manager position:

- Accurately performs administrative tasks associated with grants including researching organizations, maintaining accurate records in grants management software and foundation files, and preparation for all phases of grants process.
- Sets up and actively participates in site visits with potential grantees to better understand the organization, Selby Foundation request, and other ways the Foundation can help nonprofits achieve positive outcomes.
- Oversees grant agreements and payments once approved.
- Ensures timely reports from grantees and associated stories of impact to share.
- Prepares reports and presentations for staff and board with data, trends and insights about grants and grant opportunities.
- Develops and maintains excellent relationships with nonprofit organizations—grantees and future grantees.
- Develops and maintains excellent relationships with staff of foundation partners for the benefit of nonprofits and the community.
- Represents the Selby Foundation professionally in the community at various events, meetings, trainings and collaborations.
- Actively shares opportunities for the Selby Foundation's grant strategy to evolve.

- Supports the small and results-focused Selby Foundation team in group projects and collaborative work as needed.
- Coordinates and attends nonprofit workshops.
- Willingly supports other roles required of a small team office requires, including sharing in small administrative tasks with other staff.

Essential qualities of candidate:

- Exemplifies Selby Foundation values of humanity, humility, social responsibility, stewardship and innovation, expressed in professional conduct and in individual and project work.
- Values inclusivity and equity.
- Focuses on results—successfully using funds and human resources to advance success of nonprofit organizations that receive grants, counsel, or supportive services from the Selby Foundation
- Ability to plan and manage multiple projects that may take place simultaneously.
- Exhibits curiosity and interest in continuous learning to elevate the Selby Foundation.
- Approaches work with flexibility and openness.
- Comfortable working independently and actively seeks, provides feedback.
- Demonstrates excellent time management.

Technology proficiency:

- Shows comfort and excitement in learning new technology.
- Highly comfortable with Microsoft Office products including Outlook, Excel, Word and PowerPoint
- Ability to quickly learn Blackbaud grant management software and seek IT support when needed.

Starting Salary: \$60,000-63,000. Excellent benefit package including health plans, 401k, PTO and hybrid work schedule.

Submit resume and cover letter to Susie Bowie, President & CEO, at SBowie@SelbyFdn.org by Monday, April 29, 2024.

Incorporated in 1955, the William G. and Marie Selby Foundation invests in community success through the charitable legacy of Bill and Marie Selby, two giving people who cared deeply about opportunity for others in our region. Its work includes the signature "Selby Scholars" program, awarding high-achieving, high-financial need students with last-dollar scholarships for up to four years of college; capital funds for established nonprofit organizations; and supportive services for both nonprofits and students beyond the dollar. Visit SelbyFdn.org to learn more.