



DEKALB COUNTY
COMMUNITY
FOUNDATION

DOCUMENT: JOB DESCRIPTION	<i>Job Title: Grants Director</i>
	<i>Reports to: Executive Director</i>
	<i>FLSA Status: Full Time, Exempt</i>
	<i>Date Last Updated: July, 2022</i>

SUMMARY

The Grants Director is responsible for the coordination as well as the efficient and effective delivery of the Foundation's donor-directed grantmaking and Board-directed responsive grant programs. Responsibilities include: developing, coordinating and evaluating Foundation grant programs; supporting nonprofits, grantees and donor services; and building and maintaining relationships with community leaders and stakeholders. Supervision and support of all management and administrative staff in the grantmaking areas are also included in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor-Directed Grant Programs & Scholarship Program Administration (60%)

- Oversees all Foundation donor-directed grant programs and scholarships, which includes working closely with staff to distribute grants from applicable Foundation Funds.
- Develops, maintains and executes the Community Foundation's due diligence and related policies for grantmaking programs and procedures.
- Ensures effective staff support for Donor Advised Fund advisors and other grantmaking advisory committees.
- Directly supervises the Grants and Scholarships Managers.

Board-Directed Responsive Grantmaking (15%)

- Serves as primary staff liaison to the Community Grants Committee.
- Responsible for administering the Foundation's Community Needs Grants and Emergency Grants programs, including maintaining effective application review, allocation processes, and communicating results with grantseekers and donors as applicable.
- Ensure effective technical assistance to nonprofit organizations regarding the Foundation's responsive grant making.
- Assist in developing and overseeing the Board-directed grantmaking budget, working with the Finance Director and Grants & Scholarships Managers to ensure due diligence and accounting of all grants.

Evaluation & Donor Engagement (10%)

- Oversees the evaluation and impact of the Foundation's donor-directed and Board-directed responsive grantmaking programs which includes working with the Grants & Scholarships Managers to track and evaluate grants and working closely with the Donor Services & Marketing Director to communicate relevant information to stakeholders.
- Connect donors, when appropriate, to funding opportunities through the Foundation's Board-directed responsive grant programs.

Nonprofit & Community Connections (5%)

- Represents the Foundation in external community networks and committee meetings as needed, including preparing presentations about the Community Foundation and its services.
- Develop and maintain contact with a broad cross-section of agencies and leaders.

General Responsibilities (10%)

- Serve as a senior member of the Foundation's leadership team. Support and contribute to organization-wide efforts. Assist as needed with identifying and resolving key strategic issues or changes within the organization including organizational structures, management process and procedures.
- Keep apprised of research and development in the field and participate in professional training, conferences, and meetings as needed and appropriate.
- Attend Foundation staff meetings and appropriate Foundation Board/Committee meetings to ensure cross-functionality and information sharing with fellow Foundation colleagues.
- Adhere to the policies and procedures of the Foundation and National Standards for Community Foundations.
- Other duties as assigned by the Executive Director.

ESSENTIAL KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Fundamental concern for others, commitment to community, and belief in the power of philanthropy.
- Ability to work with cloud-based information management systems and data analytics.
- Experience with Boards, volunteers, and donors.
- Demonstrated organizational and management skills, strategic thinking, and ability to see both the larger picture and the detailed steps needed to achieve it.
- Exceptionally high level of personal and professional integrity and ethics.
- Ability to handle sensitive and confidential information with discretion and judgment.
- Strong interpersonal skills with demonstrated ability to build high levels of trust and confidence with internal and external partners and staff colleagues; ability to work collaboratively and effectively with individuals of diverse backgrounds.
- Exceptional written, verbal, listening, and presentation skills.
- Proven experience in making difficult decisions and setting priorities.
- Ability to be flexible, work comfortably in a fast-paced environment, and work under deadline pressure.
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects.
- Demonstrated energetic leadership with strong initiative, analytic, and self-directing skills; ability to be resourceful and action-oriented.
- Strong supervisory skills.
- Strong work ethic.
- Curious and continual learner; values professional development, education, and stays abreast of new insights in the nonprofit and community foundation fields.

EDUCATION/EXPERIENCE

- Minimum bachelor's degree, master's degree in nonprofit management, or a related field preferred.
- Minimum of 10 years of experience in a leadership position within a nonprofit or governmental entity.
- Demonstrated experience working with, managing and/or supporting a volunteer board of directors.
- Demonstrated relationship building success.
- Demonstrated experience in budget preparation and financial management.
- Demonstrated exceptional oral and written communication skills.
- Strong computer and technical skills, including Microsoft Office products, email, word processing, spreadsheets, web-based systems (online collaboration platforms, social software), and routine database activity.

- Experience in a grantmaking role a plus.

KEY PERFORMANCE INDICATORS

- Uphold the Foundation's values and work integrity, while ensuring quality and timely deliverables.
- Successfully executes elements of the Foundation's strategic action plan relevant to this role.
- Develops and maintains strong, positive working relationships as needed with fellow staff colleagues, Foundation Board, donors, grantees, and the community.
- Demonstrates effective and transparent financial stewardship.
- Demonstrates effective project management ability.
- Grants and scholarships are processed and delivered in an effective and efficient manner.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for their own transportation as off-site activities will be required at times. Typical work hours will be Monday through Friday from 8:00 a.m. until 5:00 p.m. Occasional evening and weekend activities may be required at times. Reasonable accommodations may be made for individuals to perform the essential functions. This job description does not state the above are the only duties and responsibilities to this position. Employees holding this position will be required to perform any other job-related duties as required. In no way does this job description constitute a contract, implied or otherwise.