



POSITION DESCRIPTION

Title: Grants Director
Reports To: CEO
Status: Exempt
Salary: Based on Experience

Last Updated: 4/12/2021

I. Position Summary

The Grants Director (GD) will be responsible and accountable for the administration of the grant process from proposal development to the point of award decision and for the identification of grants to leverage Foundation investments within the Foundation focus areas. The GD reports directly to the Chief Executive Officer (CEO) and works closely with the Chief Financial Officer (CFO) to coordinate the grants management process until the closeout of each grant award.

II. Duties and Responsibilities

- a. Work with Foundation staff to develop, implement, document, and monitor grant-making processes.
- b. Coordinate the posting of grant guidelines on Chautauqua Grants and Gebbie website.
- c. Review and evaluate incoming letters of inquiry (LOI) and grant proposals. Collate LOI's and proposals for CEO review and placement in Board Books.
- d. Monitor grants in process. Perform site visits as needed. Work with CEO and CFO to utilize assessment tools to evaluate effectiveness of grants in relation to funded requests.
- e. Work with the CEO to develop grant recommendations for submission to the Board of the Foundation for a final funding decision.
- f. Meet with existing and potential grantees to discuss current and prospective grants.
- g. Manage and build relationships between the Foundation and grantees.
- h. Perform research and development in support of funded grantees.
- i. Assist other organizations in grant identification and application as directed by the CEO.
- j. Develop expertise regarding best practices to addressing the Foundation's strategic focus areas.
- k. At the direction of the CEO, develop new program initiatives that support the Mission and strategic plan of the Foundation.
- l. Coordinate and arrange meetings on and off-site.
- m. Update and maintain Project Matrix.
- n. Prepare minutes of Board and Committee meetings in coordination with CFO.
- o. Work with staff to compile and distribute the Weekly Board Update and bi-monthly Board Books.
- p. Coordinate with CFO to reconcile bank accounts.
- q. Update and maintain the Foundation website and social media accounts.
- r. Perform other duties as assigned by the CEO.

III. Formal Education Requirements

Must possess at least a Bachelors Degree in Business, Communications or Liberal Arts.

IV. Formal Experience Requirements

Preferred Foundation experience or 3-5 years of experience working in a non-profit organization with a preponderance of the functional areas of the position including grant review, evaluation and administration; program development; and community relations and marketing.

V. Skills and Abilities

- Proven ability to strategically and effectively build relationships and partnerships.
- Excellent communication skills, including writing, editing, proofreading, and presentation abilities.
- Ability to eloquently articulate Gebbie Foundation's mission and programs, and show passion for the mission of the Foundation.
- Demonstrated ability to work effectively with and gain the respect and support of various constituencies, including Gebbie staff and stakeholders.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.
- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities.

VI. Working Conditions and Environmental Hazards

There are normal levels of office noise from computers, phone and fax.

VII. Physical Requirements

Duties and responsibilities require significant independent judgment and discretion. Strict visible contact with computer screens and other information is required at least 70% of the time. Occasional lifting of file boxes up to 15 lbs without mechanical assistance.

VIII. Contacts

There are internal contacts with management, staff and Board members.

There are external contacts with grant applicants, grantees, and community stakeholders and visitors.

IX. Supervision and Guidance

No direct reports.