

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Specialist, Board & Grants Division/Department: Programs

Reporting To: Vice President, Board Management

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY

The Board & Grants Specialist will be responsible for overseeing and facilitating services provided to FFTC's affiliate grantmaking boards, as well as grant processes of select other programs, as required. This position will directly support and staff FFTC's grantmaking boards, and will provide general administrative support to such boards, including grants databases, data entry, queries, report preparation and other administrative functions.

DUTIES & RESPONSIBILITIES

Administrative Management:

- Works with the Vice President, Board Management and affiliate boards to:
 - Determine annual schedule of board meetings and grant cycles, prepare for board meetings and conduct post-meeting follow-up tasks, and perform other administrative functions related to affiliate boards.

Grantmaking Support:

- Works with affiliate and other select grant programs to:
 - Review and update grant cycle guidelines and dates each year;
 - Monitor applications and answer questions from grant applicants regarding grant cycle guidelines and timelines;
 - Initiate due diligence on organizations to ensure they are eligible grant recipients;
 - Review, evaluate, summarize and prepare grant applications for boards and committees;
 - Notify grant applicants of awards and declines and process grant payments;
 - Analyze and evaluate grant performance and results;
 - Maintain databases and reports to manage and report on grant awards for each program;
 - Maintain a knowledge base of current trends, community resources and programs consistent with board / committee investment areas.

Communications:

- Participates in board meetings and communicates regularly with boards to prepare for meetings and lead boards through the grantmaking process;
- Communicates proactively with grant applicants, responding to general inquiries about grant cycle guidelines and providing technical support with the online grant application process;
- Drafts news releases and email notifications to announce grant cycle openings and awards.

Additional Responsibilities:

- Responsible for ongoing management, maintenance, and review of business processes and business process documentation captured within business process management (BPM) software. This includes a review, at least annually, of specified processes to ensure accuracy of documentation and identification of areas for process improvement.
- Collaborates with other board & grants specialists and FFTC staff as necessary;

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

JOB QUALIFICATIONS

- College degree required
- Excellent communication skills, both oral and written
- Excellent working knowledge of Microsoft Office, with a particular strength in MS Word and MS Excel
- Strong ability to learn new computer applications and assists others with troubleshooting
- Ability to work effectively with donors, volunteer committees, community representatives and staff, as well as ability to work independently
- Travel approximately 50% of the time across the 13-county regions we serve
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input checked="" type="checkbox"/> Managing Meetings | <input type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input checked="" type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input checked="" type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input checked="" type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |