

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

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

- Collaborates with other board & grants specialists and FFTC staff as necessary;
- Completes other duties as assigned.

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

POSITION SPECIFIC COMPETENCIES

Communication & Interpersonal Skills

Customer Skills

Dependability

Managing Meetings

Managing Multiple Priorities

Presentation Skills

Productivity

Quality of Work

Relationship Building/Networking

Technical Skills

Time Management