



Grand Haven Area

community foundationSM

Job Title: Director of Grants and Program
Job Type: Full-Time; Exempt
Reports to: President

Purpose:

The Director of Grants and Program leads the strategic initiatives of the Grand Haven Area Community Foundation by leading, developing, implementing, and evaluating a comprehensive, proactive, and responsive impact-driven grants program. This position leads all areas of grantmaking for the Foundation and its affiliates, as well as leads and participates in critical community conversations. Additionally, this position provides leadership and capacity-building services to the nonprofit sector in our region.

Specific Duties:

Leads all Community Foundation grantmaking:

- Leads the Grants and Program Department with a team approach, with grant proposal review/research, due diligence, grant analysis, evaluation, and site visits.
- Lead team member for Grants and Program Committee meetings
- Serves as an expert on our local nonprofit sector
- Manages the Foundation's Program Related Investment (PRI) portfolio and watches for new opportunities
- Actively engages and participates in community committees, roundtables, coordinating councils, needs assessments, service groups, etc.
- Leads all Committee Advised Funds
- Manages the grants budget with firm compliance of stated donor intent
- Ensures that all grant data is properly maintained
- Works with VP of Advancement to develop personalized donor giving plans
- Engages with regional and national groups to understand trends and indicators in our field, as well as best practices in grantmaking
- Oversees Tri-Cities College Access and Scholarship Program in concert with the TCAN Director/Education Initiatives Officer
- Manages the Technical Assistance and President's Discretionary grants budgets
- Oversees and acts as a resource for Affiliate Foundation's Grants and Program work

Provides Leadership and Services to the Nonprofit Sector:

- Supports and builds relationships with those who care for our community, including nonprofit organizations, units of Government, schools, churches, etc.
- Works with organizations who hold funds at the Foundation, in concert with VP of Advancement, to help them grow, market, and understand their funds
- Works closely with organizations that exist to serve the nonprofit sector (Spoke, LNA, United Way, etc.)
- Provides ongoing education and support through mini-conferences and other means of communication to the nonprofit sector
- Develops new and creative ways to care for our community when appropriate

- Responsible for being informed of changes in relevant laws and regulations that impact the charitable sector
- Assumes other related duties as directed

Required Skills and Abilities:

- Demonstrated proficiency in relevant software programs to include: Microsoft Word, Outlook, Excel, Outlook, and Power Point. Database systems – Blackbaud preferred
- Strong communication skills
- Ability to build honest, transparent, mutually-beneficial relationships
- Strong writing and copy-editing skills
- Ability to lead and inspire other team members in Grants and Program department
- Project management and oversight with the ability to meet deadlines
- Ability to generate and cultivate creative ideas and implement them within the organization
- Excellent interpersonal skills and ability to effectively interact with the Board of Trustees, committees, team members, grant seekers, the media, outside professionals, and the community-at-large
- Must have the ability to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail
- Knowledge about and passion for community philanthropy and nonprofit organizations
- Sensitive to and understanding of diverse perspectives of different stakeholders
- Demonstrated commitment to advancing diversity, inclusion, and equity within our region

Education/Experience: Master's degree in Nonprofit Leadership and Management (or similar) required. 5 years working in nonprofit field with management experience a must. Experience implementing and running a nonprofit program highly preferred.

Work Hours: Monday through Friday 8:30 a.m. to 5:00 p.m. with a one (1) hour lunch.

Pay Rate: Commensurate with experience. The Foundation has a comprehensive benefits package and a 403b Retirement plan.