

MARIN COMMUNITY FOUNDATION
Position Posting



Grants Manager – Family and Community Funds

Organization Description

The Marin Community Foundation's (MCF) mission is to encourage and apply philanthropic contributions to help improve the human condition, embrace diversity, promote a humane and democratic society, and enhance the community's quality of life, now and for future generations.

MCF's grantmaking (over \$150 million in fiscal year 2020) to local, national and international organizations flows from the Buck Family Fund (competitive / discretionary grants) and over 500 individuals and their families (donor advised funds and supporting organizations).

Position Description

Reporting directly with the VP for Finance, the Grants Manager works closely with a team of four other Grants Managers, in the administration of the Foundation's Family and Community Fund grants. Grants Manager time is split between the donor advised and competitive grants, with the majority of the time focused on donor advised grantmaking.

MCF processes a high volume of donor advised fund grants with varying levels of complexity. The successful candidate is comfortable working in a fast-paced, collaborative environment while maintaining exceptional attention to detail and inter-team / cross-departmental communication.

The Grants Management team supports the Community Engagement team with the competitive grantmaking process and helps facilitate a smooth grantee experience. The successful candidate is able to resolve questions in a timely and efficient manner with a focus on customer service.

Essential Functions:

Grant Processing, Compliance and Reporting

Processing

- Process, review and ensure accuracy and completeness of grant information; investigate grant purpose and grantee organization to ensure charitable purpose.

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- Communicate with staff and donors (when appropriate) regarding any grant issues; field questions and addresses issues as they arise. Communicate with grantees regarding grants as needed.
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure availability of funds.
- Act as liaison for Community Engagement team, assisting with the coordination of competitive grantmaking tasks among program, finance and grantees to ensure a smooth and efficient process for all, often providing technical assistance to MCF program staff and grantees; assist with preparation of monthly board docket.
- Ensure implementation of the Foundation's Due Diligence Policy; alert appropriate staff of questions requiring resolution and maintain appropriate documentation.
- Maintain familiarity with IRS rules and regulations, as they pertain to the grantmaking process; attend department trainings when necessary.
- Manage matching funds for employees and Board of Directors; process and track matching grant requests and payroll deductions.
- Create, edit and review grantee award letters.

Payments

- Process grant payments.
- Oversee and ensure all multi-year grants are tracked appropriately and paid on schedule.
- Void and reissue grants when necessary; troubleshoot and resolve any issues.
- Perform interfund and intercompany grants when requested by Finance or donor advisors.

Reporting

- Track reports for donor advised and competitive grants, coordinating with grantees, Community Engagement staff and MCF Philanthropic Advisors as necessary.
- Coordinate with Finance staff to produce quarterly and year end reports for internal benchmarking.
- Produce docket reports.
- Produce quarterly and year-end reports for audit.

Grants Database and Administration

- Maintain and improve documentation, including forms, protocols and workflows.
- Maintain grantee organizational and individual contact information, including electronic payment information.

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- Collaborate with Information Technology team on system maintenance, including identifying and documenting problems, defining requirements for new protocols, and testing new procedures. Act as a resource person for the grants function of MCF systems.
- Monitor designated email inbox for updates and requests; respond and take appropriate action.

Collaboration and Teamwork

- Build and maintain strong partnerships with colleagues across the Foundation.
- Work closely with the Philanthropic Services team to address any grant-related issues that arise with a donor advised fund grant.
- Work closely with Community Engagement team to manage the lifecycle of competitive grants and provide internal and external customer service support.
- Work closely with international grant making consultants.
- Participate in process improvement initiatives.

Knowledge, Skills, and Abilities:

- BA/BS degree preferred or AA degree in a related field of study and three years of additional work experience as described in the essential functions of the job description.
- Five years of recent and related experience, preferably in the non-profit sector.
- Strong customer service orientation.
- Systems thinker who is adept at troubleshooting technical questions (regarding donor and grantee online portals) both internally and externally and managing inquiries.
- Superior writing, editing and proofreading skills with the ability to gather and organize information appropriately.
- Very high level of attention to detail and commitment to accuracy.
- Ability to work both independently and in close collaboration with a team.
- Intermediate proficiency with Microsoft Office (Outlook, Word, Excel), and the ability to effectively utilize proprietary software. Strong planning and implementation skills; research and synthesizing abilities.
- Excellent ability to prioritize, organize, and manage multiple competing assignments and responsibilities; stellar follow through.
- Excellent communication skills (listening, interpersonal, oral, and written); comfort working with varied communication styles.
- A high degree of professionalism, confidence and flexibility that facilitates working collaboratively and effectively with clients and colleagues of diverse backgrounds.

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- Excellent interpersonal skills with the ability to work well in a team environment. Ability to develop and maintain a good working relationship with the Foundation staff, members of the community, colleagues in other foundations, and members of the nonprofit sector.
- High level of personal and professional integrity and ethics; ability to maintain confidentiality.

Work Environment

All Marin Community Foundation staff are working remotely until it is deemed safe to return to an in-person environment.

Marin Community Foundation's offices are located at Hamilton Landing, in Novato, CA, in the historic Air Force hangers of Hamilton Field, easily accessible from Highway 101 or the SMART train. The office environment is a typical office, with moderate noise levels, shared kitchen facilities and open shared office space.

The Marin Community Foundation is an Equal Opportunity Employer and all qualified candidates are encouraged to apply.