

Job Title: Grants Administrator

Position Summary

Community Foundation Boulder County (CFBC) seeks a Grants Administrator who shares CFBC’s vision for building a more equitable Boulder County. The ideal candidate sees philanthropy as a vehicle for community engagement and empowerment. The Grants Administrator reports to the Chief Financial Officer & Chief Operating Officer (CFO & COO) and is responsible for managing and monitoring all grants authorized by the foundation and ensuring consistent grant processing. The position will manage a robust database – FIMS is our current operating system – and use it to support the grants administration function. In addition, the Grants Administrator will provide leadership with regards to finance and operations systems and foundation wide process improvements. The Grants Administrator is responsible for ensuring data integrity and will work collaboratively with other departments, as needed. The successful candidate will possess collaboration and problem-solving skills and will provide seasoned guidance on compliance issues as well as key financial and operational best practices. This is a full-time, exempt position (100% full-time equivalent (FTE)).

About Community Foundation Boulder County

Community Foundation Boulder County is a community catalyst, responding to immediate needs and anticipating future challenges. Through informed-decision-making, we inspire ideas, ignite action, and mobilize diverse resources to improve the quality of life for everyone in Boulder County. As a collaborator and convener, we promote inclusivity and provide leadership on key issues, working with community-minded individuals and organizations that want to make a difference.

Established in 1991, Community Foundation Boulder County currently has assets under management totaling more than \$60 million. The foundation is governed by a board of trustees and has a staff of 14. In 2019, contributions to the foundation totaled approximately \$11 million, and the foundation distributed over \$9 million in grants to nonprofit organizations. The foundation has distributed more than \$100 million to nonprofit organizations since its inception. For more information about Community Foundation Boulder County, reference the website at www.commfound.org.

Responsibilities and Essential Functions

Grant Administration – 70%

- Oversees overall grants flow process, documents procedures, and manages all aspects of process implementation including approvals;
- Administers all components of the grants cycle, including: database management, grant documentation, grant compliance, and check processing;
- Prepares and provides accurate grant data / information to foundation staff, Board of Trustees, and other internal and external stakeholders;
- Works internally with program staff and other stakeholders to structure and implement grantmaking requirements and ensure effective workflow;
- Identifies opportunities to optimize existing grant workflow, collaborating with other colleagues to implement while ensuring continued quality and timeliness across all aspects of the grant cycle;

- Responsible for database, including assurance of data integrity both funds received and grants made;
- Prepares relevant grant docket materials for Board, committees, staff, and other audiences;
- Provides clear, concise instruction on grants administration policies and procedures to both grantees and staff;
- Analyzes budget and expenditure reports and ensures compliance with IRS and foundation-specific regulations for assigned grants;
- Maintains accurate reporting for restricted grant budgets and expenditures.

Operations – 30%

- Serves as advisor for grants management system with both internal and external audiences, including troubleshooting and assurance of data integrity;
- Documents and maintains operational workflows;
- Responsible for ensuring best practices and systems;
- Provides support to finance team as needed;
- Prepares data-related reports for finance, philanthropic and program related functions;
- Ensures compliance with respect to grant and donor related elements of foundation policies;
- Maintains and communicates the foundation’s policy manual.

Skills and Competencies

- Bachelor’s degree and/or work experience in grants administration, accounting, or related field;
- Experience with non-profit organizations preferred;
- Advanced systems skills, especially experience with donor and grantmaking software (Raiser’s Edge, Foundant, Fluxx, FIMS, and/or Salesforce, as examples) and Excel;
- Ability to communicate and design communication approaches for relaying technical, budgetary, and program details to staff, consultants, grantees, and applicants in clear and user-oriented manner;
- Experience in implementing policies and procedures;
- Ability to implement effective workflow processes and procedures;
- Detail-oriented and able to efficiently organize and manage multiple responsibilities;
- Demonstrates a commitment to equity and a passion for innovation;
- Ability to think critically, act decisively, and synthesize program and operational issues;
- Willingness to take initiative, high level of self-motivation, and ease working independently or as part of a team;
- Skilled in managing up and across and building resilient collegial relationships;
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action;
- Ability to draw connections between what we do and how we do it and concern with the impact of the foundation’s work;
- Personal qualities of integrity, honesty, and discretion.

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$55,000 - \$65,000. CFBC offers a competitive benefits package including paid time off, retirement contribution and match, parking pass, and Limited Health Reimbursement Account (employer funding of \$2,000 per year).

Application Process

Interested applicants should send a cover letter and resume in a single file PDF to Hannah@commfound.org with the subject line “Grants Admin.” Applications should be submitted by 5 p.m. Friday, February 26, 2021. No calls please.

Non-Discrimination Policy

Community Foundation Boulder County is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, national origin, genetic information, disability, or any other status protected by state or local law.

Community Foundation Boulder County practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.