



## JOB DESCRIPTION

<b>Position:</b>	Assistant Grants Manager
<b>Reports to:</b>	Grants Manager
<b>Job Summary:</b>	Provide administrative assistance and support to the Foundation's grant making processes.
<b>Job Classification:</b>	Full-time (Monday-Friday), 40 hours per week (non-exempt)
<b>Wage Range:</b>	\$17.00 per hour Competitive benefits package included

---

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate grant-related communications and information sharing between grantees, applicants, the general public and Foundation staff. Duties include providing the public with grant guidelines and providing technical assistance to those who have questions about the grant application process
- Responsible for administering and maintaining the Foundation's grant making database, including tracking all grant requests from the proposal stage through the completion of the grant process
- Other grant making duties include: processing all proposals, timely preparation of all related correspondence, contacting applicants to gather any missing information, verifying proper IRS status, and preparation of Board dockets and power point presentations to facilitate the Board's grant decisions
- Assist with El Pomar's compliance program which includes the final report process
- Provide administrative coverage and assistance for the Chief Operating Officer as needed
- Assist the Conference Manager, Special Events Manager and Finance team with gathering the proper information and data entry of Penrose House Gifts in Kind
- Responsible for administering and maintaining the database for all sponsorships and contributions. Processing payments and assisting organization representatives with media requests, event details and internal invitations.
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES:

- Attention to detail and the presentation of a quality work product
- Ability to deal effectively with the public
- Able to work independently, as well as a contributing member of a team
- Strong written and verbal communications skills
- Proficiency in Microsoft Office products with a background in and broad understanding of database management
- Knowledge of Foundation Connect and Salesforce software preferred

### QUALIFICATIONS AND PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional multi-tasking skills. Well-developed organizational, analytical and problem-solving skills are required. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation's recognized values of respect, integrity, teamwork and excellence.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee will be regularly required to sit at a desk for as many as seven hours a day.

A successful candidate must have a bachelor's degree, at least five (5) years of relevant experience and a valid Colorado driver's license. Hiring is subject to employment pre-screening (background check).

**TO APPLY: Please submit a completed job application ([www.elpomar.org](http://www.elpomar.org)), resume and cover letter to Nicole Magic at [nmagic@elpomar.org](mailto:nmagic@elpomar.org) or mail to 10 Lake Circle, Colorado Springs, CO 80906 no later than 5:00pm on Thursday, January 23, 2020. For questions, please call Nicole at (719) 577-7094.**