

THE ANSCHUTZ FOUNDATION

GRANTS AND OPERATIONS ASSISTANT Job Description

ABOUT THE FOUNDATION:

Founded in 1984, The Anschutz Foundation (TAF) was created by Philip F. Anschutz as a private charitable foundation. Over almost four decades, the Foundation has given substantially to hundreds of nonprofit organizations primarily concentrated in the Colorado Front Range. The Anschutz Foundation currently makes more than 500 grants annually in focus areas that include Health & Wellness, Human Services, Youth Development & Education, Quality of Life & Development, and Values & Relationships.

SUMMARY:

The Grants and Operations Assistant supports the Foundation's grantmaking processes and day-to-day administrative functions. This position ensures smooth operations through database management, effective communication with applicants and grantees, and administrative assistance to the Foundation's leadership and team. This position reports to the Executive Director and is expected to work from the Foundation's offices in downtown Denver, CO.

ESSENTIAL JOB DUTIES:

Grantmaking Support:

- Provide exceptional customer service to grant applicants, grantees, and the general public, including managing grant inquiries, explaining grant guidelines, and offering technical assistance with applications.
- Process and track grant applications from initial inquiries through proposal submissions to completion, ensuring accuracy and completeness.
- Verify applicants' nonprofit status and compliance with IRS requirements.
- Assist in preparing board meeting materials, presentations, grant agreements, and related correspondence.
- Facilitate final grant reporting processes, including reminders and report reviews.
- Generate and distribute approval and denial correspondence letters.
- Assist Program Officers with special projects as needed.

Database and Technology Management:

- Maintain and update the foundation's grants management system (Blackbaud Grantmaking).
- Ensure data integrity and consistency across all documentation, records and reports.
- Assist with the creation and management of dashboards, reports, and data visualizations for internal and external audiences.

Administrative and Operational Support:

- Provide administrative support to the Executive Director, including scheduling, correspondence, travel, and expense reporting.
- Coordinate logistics for meetings and site visits, including scheduling, confirmation, preparing materials, and note-taking.
- Manage office supplies, mail, and telephone communications.
- Manage grant support filing, archiving of files, and information retrieval.
- Manage philanthropic event sponsorship logistics, including recognition collateral and attendee RSVPs.
- Update and maintain the foundation's website and digital communication tools.

Collaboration and Professional Development:

- Actively participate in team meetings, cross-departmental projects, and training sessions.
- Stay updated on best practices in grants management and nonprofit operations.
- Support planning and execution of foundation events, including community engagement initiatives.

KNOWLEDGE & EXPERIENCE

- Bachelor's degree or equivalent professional experience.
- Must possess a high level of organization, accuracy, attention to detail, and follow-through, particularly with high volumes of information.
- Demonstrated experience in maintaining the confidentiality, safety, security, and privacy of the employer.
- Excellent written and verbal communication skills.
- Excellent customer service skills and ability to engage with diverse stakeholders.
- Ability to prioritize tasks and work under deadlines in a fast-paced environment.
- Able to work well in a small team environment but also independently as needed.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and ability to use a database management system or customer relationship management system.
- Experience with nonprofit practices, grant administration functions, knowledge of Denver metro philanthropic landscape, and one or more of the Foundation's focus areas a plus.
- Experience with grants management systems (e.g. Blackbaud), and familiarity with website management (e.g., WordPress) a plus.

PHYSICAL ACTIVITY:

- Able to operate a motor vehicle. Must have valid driver's license.
- May be required to travel by automobile to grantee locations and meetings.

WORKING CONDITIONS:

- Primarily an office environment, and occasionally in the external environment.
- Business needs may require travel.
- Occasional evening grantee event attendance.

COMPENSATION

- This is a full-time, exempt, office-based position located in downtown Denver, Colorado. Starting annual salary range is \$60,000 to \$70,000, commensurate with background and experience. A generous benefits package is offered, including medical, dental, and vision insurance, retirement program, sick and vacation leave, and paid holidays.

TO APPLY

The Anschutz Foundation seeks to fill this position with an ideal start date in March 2025. All applications should be emailed in a single PDF file to: info@theanschutzfoundation.org with "Grants and Operations Assistant Position" in the subject line. Applications should include the following:

- Cover letter detailing the applicant's match with the position requirements and the motivation to apply for this position
- Resume
- List of three (3) professional references, with contact information, two of whom are/were an immediate supervisor with firsthand knowledge of applicant's professional abilities (applicant will be notified before references are contacted)

Please, no phone calls or email inquiries.

Applications will be considered on a rolling basis. Candidates must successfully complete a background investigation and reference checks. The Anschutz Foundation is an Equal Opportunity Employer.