



WOMEN'S FOUNDATION OF MINNESOTA

JOB DESCRIPTION

Title: Grants Manager	Employment Status: Full-time
Department: Community Impact	FLSA Status: Non-Exempt
Reports To: Senior Program Officer	Supervises: Not Applicable
Salary: \$24.03 - \$25.96/hour + benefits (annualized salary of \$50,000 - \$54,000/year)	Location: Hybrid (both virtual and in-office)
	How to Apply: Send resume and a 1-page cover letter to: humanresources@wfmn.org

SUMMARY

This position is responsible for supporting aspects of the Foundation’s programs and grantmaking. This includes project management and administrative support for all grantmaking committees and grants administration including processing grant applications, maintaining hygiene and integrity of grant database, and assisting with gathering information on potential grantees.

The position is internally facing and requires the ability to prioritize tasks and respond quickly to the ever-changing needs of community. The incumbent should be a problem-solver and team player with an appetite for a high-energy and entrepreneurial work environment.

PRIMARY RESPONSIBILITIES

Grants Administration: 70%

- Administer Community Impact grant rounds, including creating and collecting application materials, creating committee review packets, scheduling site visits and grants information sessions, and reviewing grant proposals.
- Process all internal (non-competitive) grants including discretionary, membership, donor advised grants.
- Provide administrative support to WFMN participatory grantmaking committees by screening applications, and generating committee recommendations including committee meeting minutes, and meeting preparation.
- Conduct due diligence process on grants by gathering information on current and potential grantees, ensuring compliance with IRS regulations and Foundation grant requirements.
- Assist in preparation of written summaries of grant recommendations, as needed, for participatory grantmaking committees.

- Manage electronic grant files, including storing, archiving, and retrieving grant files on Microsoft SharePoint.
- Manage Grants Edge (GE), GENXT interface, Spectrum Portal, and donor advised fund portal, including:
 - Lead data entry, hygiene, record keeping, and list/report development in GE.
 - Lead grant workflow processes related to data entry; administer quality control of data and constituent information to ensure accurate and efficient reporting of grants data through GE database.
 - Generate GE data reports for annual membership reports, stakeholder reports, and other routine reports as requested.
 - Disaggregate data for Foundation’s annual impact report and 990 report.
 - Create a user manual for GENXT, a GE cloud platform.
 - Support and train team on grants database, as needed.
- Evaluate current systems, procedures and policies and recommend best practices for grants data management alongside Senior Program Officer.
- Collaborate with Finance team to process grant payments and conduct regular grant reconciliation. Provide assistance to, or in absence of, senior program officer for routine grant-related questions and other grant round needs.

Evaluation & Development: 20%

- Provide data and stories for fundraising proposals.

Community Engagement: 10%

- Provide administrative support to the Community Impact team to execute bi-monthly Community Connect events.
- Provide administrative support for alumni engagement of WFMN leadership programs as needed by the Community Impact Manager.
- Attend community events on a rotating basis with other staff members.
- Support the Women’s Foundation with event planning and execution.

SECONDARY RESPONSIBILITIES

- Participate as an active member of the Foundation staff by working collaboratively to create synergy and efficiencies with other staff members; and by communicating openly and honestly with staff and volunteers.
- Attend Women’s Foundation of Minnesota events, as required and/or as requested by the Senior Program Officer and Director of Community Impact.
- Perform other duties to support the work of the Community Impact functional department and leadership team.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor's degree or equivalent education and experience.
- Minimum of three years of administrative experience required.
- Practical work experience and/or interest in grantmaking, fundraising, event management, or other nonprofit work.
- Experience and comfort using PC computers, Microsoft products (SharePoint, Word, PowerPoint, and Excel), the Internet, and a commitment to learn and become proficient in GE Fusion databases.
- Commitment to women's and girls' issues and gender and racial equity.
- Demonstrated experience and commitment to working with diverse community stakeholders.

Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team environment.
- Commitment to actively participating in the Foundation's learning culture, including topics that increase understanding of diversity, gender and racial equity, and inclusion.
- Strong, proven communicator: ability to communicate complex frameworks, both orally and in writing, to diverse stakeholders. Able to inspire, convince, persuade, and communicate information in a presentation/public setting.
- Familiar with youth development and social change methods and practices in community.
- Basic understanding of data collection and analysis, applied research, and qualitative and quantitative analysis.
- Ability to develop and understand various frameworks, theories of change and logic models, and translate understanding to provide technical assistance to grant-seekers.
- Must excel at managing multiple projects while remaining detail-oriented, well-organized, and methodical.
- Self-initiated and able to plan and manage own work. Able to solve routine problems independently.
- Understands confidential nature of organization information and maintain confidences.
- Works as an effective and proactive team-player.
- Sense of humor.
- Passion for the Women's Foundation of Minnesota's mission.

Physical Requirements Necessary to Perform This Job

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Visual ability to review detailed reports and information.
- Physical ability to move around office area repeatedly throughout the day.

- Flexible work hours requiring work in excess of 40 hours/week when necessary.
- Must have reliable transportation to visit off-site locations in Minnesota.
- Able to perform in-state overnight travel.

Tools and Equipment Used

- Incumbent must be able to use multi-line telephone, calculator, multifunction copy machines, fax machines, computers, postage machine, and other office equipment.
- Able to become proficient in MS Office Suite of software as well as fundraising, publishing, and research applications.