**Position Descriptions – Grants Management**

The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:

- Grants Administrator Associate
- Grants Associate
- Grants and Database Administrator
- Grants and Operations Manager
- Grants Coordinator
- Grants Manager
- Grants Manager and Executive Assistant
- Grants Officer
- Senior Grants Officer

**Grants Administrator Associate**
- [Grants Administrator Associate (DeLuca, 2023)]

**Grants Associate**
- [Grants Associate (Hilton, 2023)]

**Grants and Database Administrator**
- [Grants and Database Administrator (Knott, 2023)]

**Grants and Operations Manager**
- [Grants and Operations Manager (Medina, 2020)]

**Grants Coordinator**
- [Grants Coordinator (Roddenberry Foundation, 2023)]

**Grants Manager**
- [Grants Manager (Zellerbach, 2023)]
- [Grants Manager (GHR Foundation, 2020)]
- [Grants Manager (Crown Family Philanthropies, 2015)]

**Grants Manager and Executive Assistant**
- [Grants Manager and Executive Assistant (Brinson, 2021)]

**Grants Officer**
- [Grants Officers (Hewlett, 2023)]
- [Grants Officer (Graustein, 2023)]

NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact ncfp@ncfp.org.
Senior Grants Officer

- Senior Grant Officer (Kenan Trust, 2023)