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FOUNDATION CENTER

Grants Manager

Crown Family Philanthropies | Chicago, Illinois

POSTED JULY 15, 2015

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Job Summary

Crown Family Philanthropies seeks an exceptional professional to join our grants management team, which is responsible for internal processing, tracking, and reporting on the grant applications received and grant awards made by the Foundation. The grants manager position provides internal administrative, financial, and technical support to the Foundation and reports to the Director of Grants Management. A keen attention to detail and an ability to think strategically about process improvement is highly desired.

Responsibilities

Enhance and further develop existing grant making

procedures with an emphasis on automation. Identify key processes to improve workflow and efficiency; identify and create new procedures and policies as needed

Manage grant-cycle calendar; work with program teams to stay ahead of meeting and requirement deadlines, ensuring that grants are accurately and efficiently processed and recorded

Maintain online grant application materials to ensure that information submitted by grant seekers populates the database. Update materials as needed based on feedback from program staff.

Manage communication from many inputs including program teams, accounting department, and family members to accurately and efficiently carry out CFP grant management activities

Serve as primary resource on grant-making protocols and best practices, including compliance with IRS regulations and additional internal requirements

Ensure accuracy and completeness of grant database, including grant agreements, grantee correspondence and contact information

Generate correspondence on behalf of program staff to grantee organizations on critical grants information, including award letters, grant agreements, declines, and check transmittal letters, Authorize grant payments after careful and thorough evaluation of appropriate accounting controls and a determination that grant making requirements are met

Manage the Henry Crown Scholarship Fund, working with the President of the Henry Crown Scholars. Manage scholar internship program to find appropriate job placement for scholars, including negotiating terms of internships with nonprofits and organizing events for the scholars and internship agency representatives. Provide periodic updates on the program and fund performance and manage overall grantmaking activities.

Qualifications

Skills & Abilities

Proficiency in grants management or database software, such as Microedge GIFTS

Experienced in detailed project management

Excellent oral and written communication skills including the ability to listen and synthesize multiple inputs

Superb organizational skills and attention to detail

Able to problem solve independently and in groups

Knowledge of nonprofit organizations and nonprofit management

Ability to work independently and as part of a team

Excellent analytical and database management skills

Experience leading meetings

Ability to thrive in a family centered environment

Education & Experience

Bachelor's Degree required

5 years in the grants management field or other relevant experience

How to Apply

Submit cover letter and resume to cfpjobs2@crown-chicago.com

Crown Family Philanthropies

(<http://www.crownfamilyphilanthropies.org>)

SUBJECTS: **PHILANTHROPY / VOLUNTARISM**

JOB TYPE: **PROGRAM**

LOCATION: **ILLINOIS**