

THE TOW FOUNDATION, INC.

New Canaan, CT

www.towfoundation.org

Job title: Grants Manager

Reports to: Associate Director

Compensation: Commensurate with experience. Includes benefits package

Background:

The Tow Foundation, a private family foundation located in New Canaan, CT, envisions a society where all people have the opportunity to enjoy a high quality of life and have a voice in their community. We strive for this by supporting and influencing nonprofit organizations and the systems that affect them to help vulnerable populations and individuals to become positive contributors to society for the benefit of themselves and others. The Foundation currently is committed to supporting programs and services designed to improve outcomes for vulnerable families and children and advancing public policy reform in the areas of juvenile justice, youth development, child welfare and education. Other funding areas include innovative medical research, cultural institutions, and higher education.

Position Summary:

The Grants Manager works closely with Foundation staff and board members to support the goals and objectives of the Foundation. Primary responsibilities of this position include, but are not limited to, managing the grantmaking database and grantee relations, managing Foundation expenditures, and overseeing and regularly updating the Foundation's website and social media sites. This is a dynamic position within an entrepreneurial organization working toward broad social justice goals.

Grants Management:

- Serving as Administrator of the Foundation's Gifts-on-line/MicroEdge database, including recording of proposals and reports received, electronically scanning attachments, and generating reports as needed
- Interfacing with MicroEdge, staying current on system changes
- Maintaining necessary components of electronic applications and reporting requirements
- Ongoing management of the upkeep and integrity of data in Gifts, DropBox and QuickBooks Nonprofit
- Answering inquiries regarding potential funding opportunities, applications and general grantmaking processes questions
- Preparing of regular docket presentations and reports to staff and board including copying and collating of board book materials, creation of electronic board books in DropBox, and creation of award letters, contracts, checks, letters of declination for all board approved and discretionary grants
- Monitoring grant commitment scheduling and cash flow
- Tracking of scheduled disbursements to grantees
- Updating grants information on the Foundation's website

- Participation on site visits as needed

Additional Responsibilities include, but are not limited to:

- Managing the Foundation's Facebook account and other related social media
- Managing the database of expenditures, tracking and payment of monthly bills including employee expense report reimbursements, and general check writing
- Tracking of various memberships and subscriptions
- Other duties as assigned

Required Qualifications:

- 5 years previous administrative office experience
- Proficiency in Microsoft Office, including Word, Excel, Outlook
- Proficiency with databases, with a strong preference for direct experience with MicroEdge Gifts technology and Quicken, or a demonstrated ability to learn and master these skills quickly
- Strong interpersonal skills, including verbal and written communications skills, as well as a professional telephone manner
- Demonstrated ability to handle confidential, sensitive information
- Experience and comfort interacting with high level executives, supervisors and co-workers
- Expedient in the face of deadlines
- Ability to handle multiple projects and tasks with comprehensive follow through and attention to detail
- Comfortable with taking initiative and working in a small team environment
- Knowledge of and experience with private foundations and the nonprofit sector

How to Apply:

Send your resume along with a cover letter outlining your interest in this specific position, your salary history and how you heard of this position, as well as a writing sample to: Andrea Sholler, Associate Director: andrea@towfoundation.org. Include your first and last name and Grants Manager in the subject line.

Start Date:

September 3, 2013