

SENIOR GRANTS MANAGER – CARLSON FAMILY FOUNDATION

BACKGROUND

The Carlson Family Foundation was founded by Curtis and Arleen Carlson. Mr. Carlson, and the company he founded, Carlson, fostered a deep commitment to humanitarian efforts and community affairs. To accomplish this end, the Carlson Family Foundation was established in 1959. The Foundation is led by a board of trustees representing the second, third and fourth generations of the Carlson family. The Foundation's current grantmaking activities focus on uplifting young people, including grants in education, mentoring, and anti-sex trafficking efforts. The Foundation also focuses grants to support the University of Minnesota and the Carlson School of Management, as well as opportunities to strengthen the vibrancy of our communities.

JOB SUMMARY

The Senior Grants Manager is an experienced, collaborative and strategic grants administration professional who reports to the Executive Director and provides core leadership for the grants administration function of the Foundation. The Senior Grants Manager will be responsible for working across multiple internal and external teams and integrating the grants administration function with the program, finance, legal, communications, learning and evaluation priorities of the Foundation. This position will reside in the newly renovated Carlson Towers in Minnetonka.

PRIMARY RESPONSIBILITIES

Leadership

- Work with executive leadership in the planning and execution of the Foundation's grant administration process.
- Work collaboratively with executive and program leadership to plan and execute the grants administration process, ensuring that grantmaking processes and systems successfully and efficiently interact and support the program, learning and evaluation, financial/accounting, and communications functions of the Foundation.
- Stay apprised of, and ensure compliance with IRS regulations, best practices and procedures, and foundation requirements for all Foundation grants and programs, and bring ideas to executive and program leadership.
- Provide effective leadership to grants management staff of one, including development, assigning and directing work, and appraising performance.

Grants Administration

- Periodically review, update and oversee implementation of grants administration and records management policies and procedures.
- Work with executive and program leadership to ensure grant systems provide for standard conditions—as well as special terms and conditions—in grant award letters, grant agreements and contracts related to grantmaking.

- Oversee and ensure data integrity and quality control of grant records, including reconciling program budgets, grants awarded, and grants paid with financial records. Support finance and tax departments with reports for the annual audit and IRS filings.
- Develop uniformity for various aspects of grantmaking core processes among multiple entities connected to family giving.
- Initiate and maintain networks of relationships with other grant management professionals locally and nationally. Stay abreast of trends in grants administration and philanthropy.

Systems

- Monitor and update the grant management software that facilitates all grantmaking activity. Serve as the primary liaison with the software vendor. Identify, develop and provide training to staff on grant systems and operations.
- Monitor the integrity of information in the grants management database system to identify recommended changes/updates to the database. Ensure that corrections are made as necessary.
- Create workflows for GIFTS processing, including managing duplications and affiliations.
- Oversee the development and periodic updating of online funding applications and grant reporting forms.
- Work with executive and program leadership to periodically update coding structure within grants database system.
- Work with grants manager in reviewing and updating the grants management manual.

Cross-Functional Teamwork

- Participate in and lead cross-functional projects to enhance organizational effectiveness as it relates to grant administration.
- Support executive and program leadership to strengthen grants data collection and utilization, mining internal data, analysis of program/grantmaking trends and create customized grantmaking reports for staff and board review. Ensure the reporting needs of staff, leadership and board are met, including creation and production of significant portions of meeting materials.
- Contribute to foundation communications including internal communications and the foundation's website.

Special Projects

- Oversee the Foundation's matching grants programs.
- Undertake special tasks and projects as assigned or initiated.

QUALIFICATIONS

- Bachelor's Degree.
- Minimum five years of experience in foundation grants management.
- Strong understanding of and experience with automated systems and process design. Proficiency in GIFTS (preferred) and Microsoft Office (Outlook, Word, Excel, PowerPoint), including the ability create queries, charts, reports and graphs.

- Excellent written and oral communications skills.
- Ability to identify and create process efficiencies.
- Ability to switch between strategic and practical thinking.
- Experience working with a variety of internal and external stakeholders, including other Foundation staff, applicants, grantees and financial, accounting and tax advisors. Capable of working independently as well as cooperatively in a team setting.
- Working knowledge of nonprofit, philanthropic or foundation sector, and IRS regulations.
- Ability to handle heavy workloads, work well under pressure, adapt to change quickly and meet deadlines.
- Possess precision and accuracy with an extremely high attention to detail.
- Have strong initiative and ability to perform with minimal supervision.
- Maintain a positive attitude, team spirit and a sense of humor.

TO APPLY

Please send cover letter and resume to Amy Peterson, HR Manager, at apeterson@tonkawa.com.