

Director, Grants Administration

Job Description

January 21, 2020

Founded in 1951, The Brown Foundation, Inc. has awarded more than \$1.7 billion in grants, principally focused on providing support, encouragement, and assistance to education, the arts, and health and human services in Houston, Texas. With an enduring legacy of philanthropic support for the Houston community and beyond, the Brown Foundation is committed to creating impact by supporting excellence in its grantees.

POSITION SUMMARY

The Brown Foundation seeks an enthusiastic, accomplished, and service-minded professional to join our team as the Director, Grants Administration. The Director, Grants Administration will oversee projects and systems that enable the Foundation to improve its ability to define the impact of grantmaking. To do so, the Director will create, operate and strengthen data and grantmaking systems that lead to the distribution of more than \$70 million per year. Over time, the Director will get to know the hundreds of local, statewide, and in some cases national nonprofit grantees the Foundation and its trustees support. The position reports to the Grants Officer. The successful candidate will be someone who enjoys detail-oriented projects, systems management, and independently leading research and analysis.

KEY RESPONSIBILITIES

- Sustain and Strengthen Grantmaking Processes
 - Serve as The Brown Foundation's Salesforce administrator to ensure data accuracy and functional grantmaking systems for all users
 - Identify opportunities to improve online grantmaking systems for grantees, staff, and trustees; use Salesforce to implement solutions that improve grantmaking efficiency and effectiveness
 - Generate reports from Salesforce that clearly communicate information relevant to inform grantmaking decisions
 - Lead the work necessary to ensure that grantees submit required documents, including reports, accurately and on-time and that all grants are paid accurately and on-time
 - Manage grantees, team, and self to maintain accurate Salesforce data
- Oversee Grant Reporting and Data Analysis
 - Oversee the design, collection and analysis of grant reports from grantees
 - Build and maintain a suite of relevant Salesforce reports and dashboards that gather and synthesize relevant information for the Grants Officer, Executive Director, and Trustees
 - Design and create tools that clearly present relevant grant data and information to Trustees

- o Design and execute reports, analysis, or other projects at request of Grants Officer and Executive Director
 - o Provide strategic input and guidance for staff and Trustees based on reporting analysis
- Build Strong, Collaborative Relationships:
 - o Maintain strong, positive working relationships with current and potential grantees
 - o Respond to grantee needs positively and quickly to resolve questions and issues
 - o Develop and maintain a current knowledge base about community and nonprofit sector issues
 - o Ensure all gifts are paid in a timely manner and with 100% accuracy
 - o Encourage Trustee engagement with grantees through timely and relevant communication
 - o Respond to Trustee needs positively and quickly to resolve questions and issues
 - o Work closely with staff and trustees to build positive working relationships that lead to strong outcomes and a joyful working environment
 - o Participate in and help execute other foundation duties as assigned to support the team and organization

QUALIFICATIONS

The ideal candidate for the position will have at least 5-7 years of professional experience, including experience using SalesForce and DocuSign. The successful candidate must be willing and able to work in both a strategic advising capacity and a technical capacity to support the Foundation's success. She or he will demonstrate an ability to build relationships with diverse audiences; humility and have a track record of working well in teams; exceptional attention to detail and an ability to organize complex information and systems; and an exceptional service mentality in communications.

Specifically, the successful candidate will have:

- A bachelor's degree with at least 5-7 years of related work experience, particularly as a user and, ideally, an administrator of a SalesForce system
- Strong commitment to the mission of the Brown Foundation and passion for the work of our grantees
- Familiarity with nonprofit, philanthropic and/or foundation sectors within Houston strongly preferred
- Superior written and verbal communication skills
- Strong project management skills
- Strong analytical skills and critical ability to judge soundness of grant requests and reports
- Roll-up-one's sleeves attitude
- Ability to be responsive and accessible to requests for support and guidance, particularly around technical aspects of grantmaking
- An orientation toward servant-leadership, including strong listening skills
- Proven background as a team player who strives to understand and deliver excellent customer service
- Exceptional professional maturity, judgment, integrity and trustworthiness in all actions, including ability to maintain confidentiality and exercise discretion with sensitive information

- Self-awareness; commitment to giving and receiving professional feedback in the spirit of growth

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. All full-time Brown Foundation employees enjoy a comprehensive benefits package, including health and dental benefits, generous vacation, a retirement savings plan, and a flexible work environment.

HOW TO APPLY

To submit an application for this position, please [apply here](#) by February 21, 2020. If you have questions, please email BrownGA@denisesmith.net. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.