

Based in Buffalo Grove, IL, **The Harvey L. Miller Family of Foundations** has an immediate opening for a **Grants Manager**.

The **Grants Manager** provides support to the Foundation Director in coordinating grantmaking for four unique family foundations with diverse interest areas, such as medical research, disaster relief, human services, arts and culture, education, and social and environmental justice.

Responsibilities include but are not limited to:

- Working with the Foundation Director to design and implement grantmaking operations;
- Ensuring grantees' compliance with grant terms and conditions;
- Ensuring integrity of the grants management database;
- Fulfilling the information needs of the foundations' various stakeholders such as clients and grantees.

The **Grants Manager** must be a highly organized, adaptable, detail oriented, multi-tasking, self-starter; with excellent written, verbal and interpersonal skills and discreet in handling confidential matters. The individual must possess 5+ years of non-profit experience, preferably including grantmaking, and implementing workflow processes and procedures.

For a complete job description, contact us at HRDept@benida.com.

Interested applicants send resume and cover letter, including salary requirements, to:

HRDept@benida.com.

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.