Position Descriptions – Grants Management

The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:

- Grants Administrator Associate
- Grants Associate
- Grants and Database Administrator
- Grants and Finance Manager
- Grants and Operations Manager
- Grants Coordinator
- Grants Manager
- Grants Management and Admin Associate
- Grants Manager and Executive Assistant
- Grants Officer
- Senior Grants Officer

NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact ncfp@ncfp.org.

Grants Administrator Associate
- Grants Administrator Associate (DeLuca, 2023)

Grants Associate
- Grants Associate (Hilton, 2023)

Grants and Database Administrator
- Grants and Database Administrator (Knott, 2023)

Grants and Finance Manager
- Grants and Finance Manager (One8 Foundation, 2023)

Grants and Operations Manager
- Grants and Operations Manager (Medina, 2020)

Grants Coordinator
- Grants Coordinator (Roddenberry Foundation, 2023)

Grants Management and Admin Associate
- Grants Management and Admin Associate (Zalik, 2023)

Grants Manager
- Grants Manager (Zellerbach, 2023)
- Grants Manager (GHR Foundation, 2020)
- Grants Manager (Crown Family Philanthropies, 2015)
Grants Manager and Executive Assistant
  - Grants Manager and Executive Assistant (Brinson, 2021)

Grants Officer
  - Grants Officers (Hewlett, 2023)
  - Grants Officer (Graustein, 2023)

Senior Grants Officer
  - Senior Grant Officer (Kenan Trust, 2023)