



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
- Data and Grants Associate
- Grants and Finance Manager
- Grants and Operations Manager
- Grants Coordinator
- Grants Manager
- Grants Management and Admin Associate
- Grants Management Vice President
- Grants Manager and Executive Assistant
- Grants Officer
- Senior Grants Officer
- Partner Relationship Manager

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 \(Knott, 2023\)](#)
- [Data and Grants Associate \(William Caspar Graustein Memorial Fund, 2025\)](#)

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 Management Vice President

- [Grants Management Vice President \(Fremont, 2023\)](#)

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 \(Kenan Trust, 2023\)](#)

Partner Relationship Manager

- [Manager of Partner Relationship Manager \(Athur Dean Family Foundation, 2025\)](#)