Grants Manager
Reports to: Vice President of Operations
FLSA Status: Exempt

Position Summary:
The Grants Manager plays an essential role in ensuring consistent efficiency and effectiveness of the grants management functions of Caring for Colorado Foundation. The purpose of this position is to lead Caring for Colorado’s grantmaking process and systems to ensure the organization effectively meets its grantmaking goals. This includes developing, implementing and evaluating the organization’s processes to ensure a high-quality customer experience and maintain all records that are needed for grant review, analysis, payment and history. This position is responsible for providing expertise, leadership and service delivery across all grants management efforts. It involves leading team efforts to deliver on grantmaking goals and training and coaching staff with grantmaking responsibilities on systems, processes, customer service standards and quality.

At Caring for Colorado, we work with dedication and optimism to improve the lives of children and families in Colorado through collaboration, partnership, shared knowledge and grantmaking. We take a long-term view of our work as we seek to address root causes, promote prevention, improve systems, and advance policy change.

We are looking for staff who are deeply committed to our mission of creating equity in health, well-being and opportunity for Colorado’s children and families, on a personal and professional level. Our staff bring their knowledge, creativity, and passion to work, for Colorado families, every day.

Essential Duties and Responsibilities:
Grants Administration
- Achieve and demonstrate applied usage of Fluxx advanced admin certification.
- Design, implement, monitor and manage grants management workflow processes and procedures, and ensure all staff are informed and adhere with such procedures.
- Serve as lead customer service partner to philanthropy team in developing, implementing and managing grantmaking processes.
- Serve as grants management lead in collaborating with statewide and place-based philanthropy and initiative staff to proactively manage grant cycle timelines and processes.
- Execute and monitor grant payment process, which entails working closely with philanthropy staff to ensure payment requirements have been fulfilled and with accounting staff to ensure payments are prompt and properly recorded.
- Work with CFO and Finance Manager to reconcile budgets, individual payments, coding and other financial requirements of grantmaking management, including audit preparation and support.
- Train and support Philanthropy members in FLUXX and, where applicable, train individuals to assist in system/database management.
- Design, document, communicate, and implement grants administration and compliance policies and procedures.
Leadership and Management

- Assume responsibility for all aspects of grants management and lead planning, evaluation, problem solving, and process improvement efforts to ensure high quality delivery and results of grants management work.
- Ensure smooth coordination and communication between philanthropy staff, operations staff, and leadership for grants management processes and issues.
- Develop and maintain relationships with key internal partners and leaders to assure that policies, processes, and tools are built on best practices, are equitable, enhance application and grantee experience, and are aligned with organizational priorities and outcomes.
- Provide and oversee customer service to applicants and grantees throughout the grantmaking process including online technical support, general inquiries and process requests and changes.
- Provide routine updates to organization leadership on new trends, methods, threats or legal changes/requirements associated with foundation grantmaking.
- Develop and oversee foundation efforts to gather, analyze and report grantmaking data (inclusive of all information collected in the application and granting process) for the purpose of foundation transparency, learning and to improve our results.
- Lead efforts to ensure that policies, processes, and tools are built on best practices, enhance applicant and grantee experience, and aligned with organizational priorities and outcomes.
- Manage, lead, and implement grants management continuous improvement initiatives, ensuring solutions align with strategic goals and trust-based grantmaking policies and practices.
- Manage and supervise tech support position.

System/Database Management:

- Lead the development and implementation of FLUXX, to include devising and managing related workflows, process improvements, analytics and strategy development.
- Ensure ongoing data system maintenance and enhancements by proactively identifying process improvements.
- Ensure the accuracy and integrity of the grants management system.
- Maintain system forms, codes, security, and permissions.
- Proactively identify grants system, data or procedure issues and present solutions to key management.
- Create, maintain and update online grant applications, and related website content and digital assets related to the grants system.

System/Data Reporting:

- Oversee and implement internal controls to ensure data quality.
- Support the philanthropy team in analyzing data to evaluate if the foundation is advancing grantmaking goals.
- Support philanthropy team and leadership in conducting annual analysis of all grantmaking.
- Prepare ad hoc and periodic reports and projections for planning, finance, management and evaluation
purposes.
• Coordinate the timely and accurate reporting of information.
• Lead implementation of and provide ongoing support and strategic utilization of Grantelligence.

Training and Technical Assistance:
• Serve as primary contact with vendor, staff and applicants to troubleshoot and resolve technical issues.
• Establish organization protocols and routinely train and support philanthropy assistants/associates and other staff in providing technical assistance to applicants and grantees. Train and support philanthropy assistants and associates to assist in system/database management.
• Train staff and provide technical assistance to ensure process adherence and appropriate use of the grants management platform.
• Support team members in ongoing initiatives/projects with tasks related to planning and implementation of system configuration and enhancements.

Communication:
• In collaboration with the communications director, serve as a reviewer, write, edit and implement applicant/grantee communications related to stages of the grantmaking process, including but not limited to submission acknowledgments, review updates, application instructions, supporting documentation, award letters and contracts.
• Collaborate with and provide website content to the communications director regarding grantmaking.
• Serve as backup to the communications director for website updating and maintenance, and other communications needs as requested.

Teamwork:
• Serve as a member of the Operations Team, supporting high quality operational communication, data analysis and administrative service across the entire organization.
• Serve as a member of the Philanthropy Team, supporting the grantmaking functions and program-related work of the organization. Work in close partnership with the designated philanthropy lead, VP of Philanthropy or VP of Initiatives and Programs to co-facilitate grant cycle timeline, workflows and after action review for every grant cycle.

Knowledge, Skills, Experience and Abilities
• Associate or bachelor’s degree with at least 5 years of work experience in grant writing, grantmaking or similar work.
• Minimum of two years experience with grants management software and/or databases, and software and/or databases oversight.
• Proficiency to mastery of Fluxx strongly desired. Direct experience working in any grants management systems and databases desired.
• Systems thinker with ability to design and manage workflows.
• Technical skills to build and maintain databases, including data analysis and reporting.
• Ability to manage and engage in multiple projects at once, collaboratively informing timelines, processes and deliverables.
• Demonstrated ability to identify and to drive closure for key issues and outstanding items.
• Ability to independently think and execute with limited direction.
• Ability to use data to analyze issues and solve problems.
• Proficiency in Microsoft suite, to include Teams and Asana desired.
• Must be highly detail oriented and skilled in project planning and execution.
• Ability to not only work well with peers but have a customer service mindset. Strengths in delivering results for both team and individual-level assignments highly desired.
• Strong interpersonal and communication skills.

## Work Environment

• Work is performed out of the CFC Denver office.
• Caring for Colorado offers a flexible and hybrid work environment that is dependent on the needs of the organization.
• Employee will need to maintain a valid Colorado driver’s license and be able to drive a car – reasonable accommodation will be made for people who are unable to drive.
• To be considered for employment, candidate must pass a background check.

## Salary and Benefits

• Salary is $90,000- $100,000 for a full-time equivalent position. Salary will be based on experience.
• Caring for Colorado offers a comprehensive benefit package including 401K, medical and dental benefits, life and disability insurance, family friendly work environment and generous PTO and paid holidays.

## Timeline and Application Process

To learn more about Caring for Colorado visit: www.caringforcolorado.org. Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being and opportunity for children, youth, and families.

To apply, send a cover letter and resume to jbowyer@caringforcolorado.org and state Grants Manager in the subject line. No phone calls please.

Applications are due on September 10.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.