

Grants and Finance Manager

Description of Position: The Grants and Finance Manager provides support to the nine counties within the Community Foundation of Southern Wisconsin (CFSW) footprint. This individual will manage the 40+ grant cycles throughout the year and the processing of over \$3.5 million dollars annually. This individual will also manage grants through their lifecycle and ensure proper due diligence for all CFSW grants to nonprofits, schools, and government agencies. The scope of responsibility for this position extends from research to letters of inquiry, answering applicant questions, managing data entry, drafting responses and follow-up for grant agreements/grant reporting from CFSW grant recipients. In addition to grants, this individual will coordinate and manage gift processing and data entry for all contributions of CFSW.

Reports to: President/CEO

Supervisory Responsibilities: None

Expected Hours of Work: Full Time 37.5 hours/week 8:30am to 4:00 pm.

Travel Requirements: None

Major tasks and scope of responsibilities:

- Manage work flow process for all types of Foundation grants, ensuring impeccable timeliness and accuracy of all relevant data fields
- Implement and maintain grants management and donor portal software; master and manage software to meet requirements and ensure data integrity
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure availability of funds
- Facilitate and/or be responsible for processing certain high-level and sensitive grants
- Oversee nonstandard grant transactions and anomalies related to grantmaking
- Coordinate and collaborate with other internal teams, including the finance/accounting, program, and development staff
- Lead the team in providing superior customer service to grantees
- Be the primary contact for grantee relations
- Review grant applications, grant checks, and grantee award letters
- Oversee and ensure all multi-year grants are entered and tracked appropriately
- Oversee grant reporting and analysis
- Coordinate compliance with IRS regulations and The Foundation's requirements for grantmaking
- Manage special projects the online application process and forms
- Coordinate gift entry and management
- Other duties as assigned Core Competencies and Qualifications (Required)

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Qualifications:

- Bachelor's degree in a relevant field (will accept relevant work experience in lieu of Bachelor's degree)
- Experience with grant applications and viewing
- Strong skills managing people, processes, and timelines
- Proven ability to track and manage several projects and processes simultaneously
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles
- High level of demonstrated accuracy
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Ability to work both under supervision and independently
- Professionalism and discretion
- Must be able to lift up to ten (10) pounds

Preferred Qualifications:

- Experience within a community foundation/nonprofit environment, and particularly with Foundant's CommunitySuite is a plus.

The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

APPLICATION PROCEDURE

Submit a cover letter explaining your interest in the position and describe your strengths relative to the position description. Please also share what you would contribute to the Community Foundation of Southern Wisconsin. Please provide a resume and cover letter.

Application deadline: open until filled.

To Apply:

Interested candidates should e-mail their resume with cover letter to: wyatt@cfsw.org

If you have any questions, please contact Wyatt Jackson, President/CEO at (608) 314-2663

Location: Janesville, WI

The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants.