Position Purpose:
The Community Foundation for Greater Atlanta leads and inspires philanthropy to increase the vitality of our region and well-being of all residents. Reporting to the Senior Program Officer, Prosperous People, the Grants Assistant, Prosperous People is primarily responsible for support of all aspects of grant and scholarship administration processes from the application through award and grant closing. She/he/they will support grant and scholarship programs, initiatives and donor information requests in the Prosperous People pillar and in other areas as needed.

Essential Functions of the Position:
- Support the intake, design, build and launch of new grant and scholarship programs
- Support grant and scholarship programs by managing grantee paperwork including scholarship applications via online and other systems, matching student applications to available funds, post-award monitoring of student scholarship progress to ensure all award conditions are met, managing intake and distribution of grantee end of grant
- Review proposals, conduct site visits and develop funding recommendations
- Provide relevant and timely information and guidance to individual, family and institutional donors to facilitate learning and engagement to meet their philanthropic goals and in support of the Foundation’s equity of opportunity goals
- Codify and analyze data, information, knowledge and learnings using Foundation tools and systems
- Archive and curate knowledge, keeping information current and easily accessible, for internal team members to digest and to share with donors
- Represent the Foundation at external events and other meetings
- Provide thought leadership for philanthropic and issue-specific topics through speaking engagements and writing content for print and digital publications
- Support grant and scholarship applicants and grantees by providing high quality customer service
- Collaborate with Community team members and other internal teams for efficient use of Foundation resources and to maximize effectiveness of all teams
- Perform quality assurance and identify and support Senior Program Officer in implementing process improvements at each step of scholarship processes for efficient and effective distribution of assets

Key accountabilities of the position (including but not limited to):
- Partner with Achieve Atlanta, Grants Manager and Finance/IT team members to ensure seamless execution of scholarship processes from initiation of program through to cutting and delivering checks
- Support Achieve Atlanta and Grants Manager in managing portals/databases, identifying improvement needs and partnering with IT and external vendors to design, build and implement improvements to reporting, processing, etc.
Experience & Skills:
1-4 years professional experience related to the duties and responsibilities outlined in this profile; preferred experience in community-based and/or nonprofit organizations. Among other assets of interest, the Community Foundation will be attracted to leaders who embody the following:
- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
- Excellent written and oral communication skills
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced workplace
- Strong analytical and evaluative skills
- Good interpersonal skills, ability to work with a variety of community, public and private sector partners
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word. Experience in use of philanthropy records systems, e.g., Raiser’s Edge, Salesforce, Donor Central, FIMS and other Blackbaud philanthropy products preferred

Education/Certification:
Bachelor’s degree in social services, human services, community development, public policy or related field(s) preferred.

Physical Requirements:
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.*

To apply for this position, please visit [Work for Good](http://www.workforgood.com).