The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Reporting to the Grants Manager, the Grants Associate is primarily responsible for supporting all aspects of grant administration from the application through award and grant closing, grant reports and verification with Finance and other teams, and reporting in response to public sector requests. The Associate will also perform research and administrative duties related to competitive and donor-advised fund grants, file maintenance, and Foundation-wide engagement and support to develop and monitor organizational performance metrics. A successful candidate is a strong executor with exceptional organizational skills and attention to detail.

Essential Functions of the Position:

Overall Grants Administration:
- Execute the intake, design, build, and launch of new grant programs; including scoping, determining capacity and how to best organize resources, creating process flows, forms, scoring, timelines, internal and external communication needs, and volunteer engagement
- Support grant monitoring and evaluation, including pulling data and metrics, conducting analysis, looking for trends to measure value and adjust efforts
- Support the design, build, scale and ongoing improvement of grants management processes and systems for all discretionary grantmaking and scholarship programs
- Support Grants Manager in implementing process improvements at each step of grant processes for efficient and effective distribution of assets, as well as quality assurance

Foundation Grant Program Management and Execution:
- Draft and update grant guidelines and application materials for all discretionary grant programs
- Support grantmaking programs across the Foundation, including serving as a reviewer, conducting site visits, writing reports, making funding recommendations and monitoring grantee performance
- Manage grantee applications via online and other systems, post-award monitoring to ensure all award conditions are met, managing intake and distribution of grantee end of grant reports
- Serve as main point of contact with grantees, including customer service and conducting workshops for applicants, grantees and community-led grantmaking cohorts
- Partner with Philanthropy, Community, Finance and Marketing/Communications team members to ensure seamless execution of grant processes from initiation of program through fund distribution
- Other duties as assigned
Experience & Skills:
2-4 years professional experience related to the duties and responsibilities outlined in this profile. Among other assets of interest, the Community Foundation will be attracted to leaders who embody the following:

- A community perspective informed by both lived experience and professional engagement; possess an asset-based view on community
- Experience in grant administration, project management, database administration, or research
- Ability to quickly learn, adapt and appropriately apply a variety of technology applications to work processes (web, database, data visualization, etc.)
- Strong ability to execute multiple tasks with a high level of attention to detail
- Strong analytical and evaluative skills, ability to conduct basic research, data synthesis and reports
- Good interpersonal skills, ability to work with a variety of community, public and private sector partners
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word. Experience in use of grant and scholarship systems, e.g., Foundant, Raiser’s Edge, Salesforce, Donor Central, FIMS and other Blackbaud philanthropy products preferred.

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $50,000-$55,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Grants Associate”.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.