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 Director of Operations, Research and Evaluation, the Grants Manager position is a part of the Community department and is responsible for overseeing the efficient and effective distribution of funds to support various grantmaking programs. Their primary responsibilities are to manage the full cycle grantmaking process from application to deployment to post-award administration. They are responsible for grantmaking budget management, grants system management, compliance, continuous improvement of grantmaking processes, and providing excellent internal and external customer service. The Grants Manager serves as a strategic thought partner to the Director.

**Essential Functions of Position:**

- **Grants Management**
  - Supervise grants management associate in all duties including ensuring grant agreements and grant payments are timely and properly executed.
  - Manage day-to-day functions of grants management team and operations.
  - Engage in planning, implementation, cycle management and overall project management of grantmaking programs, partnering with program officers and other stakeholders relative to grantmaking programs and initiatives as required.
  - Support director in the development and management of department’s grants budget and annual grantmaking cycle workplans.
  - Lead preparation of dockets and related materials for staff usage and for Community Impact Committee and board approval.
  - Provide responsive and timely communication and support to internal and external stakeholders, especially grantees and grant applicants.
  - Design, build, document and launch new grant programs.
  - Manage consultant and vendor contracts and invoices as related to grant programs.
  - Stay appraised of philanthropic/grantmaking best practices, strategies and trends.
  - Serve as the primary liaison to the Foundation’s strategic partners, including establishing new funds, designing efficient and effective processes and healthy relationship management.

- **Grantmaking Process Efficiency, Effectiveness and Systems**
  - Lead efforts to review and recommend options for continuous improvement of policies, processes, procedures and grants management system enhancements in order to increase the efficiency and effectiveness of grants management operations.
Maintain grantmaking process, procedures and workflow manual/documentation; conduct grantmaking process and systems training for all roles intersecting with Community Impact grantmaking programs; ensure internal compliance with documented processes and practices.

Serve a primary liaison to CFGA finance team to ensure proper disbursement of grantmaking funds; partner with finance team to resolve payment issues and conduct reconciliation as needed.

Partner with director and IT in the management of the grants management system, Foundant, identifying changes/updates and improvement needs, reviewing and communicating impacts of software releases, and partnering with IT and external vendors to design, build and implement enhancements.

Ensure compliance with IRS regulations and Foundation requirements for all grants programs.

Qualifications:

- Bachelor’s degree in a related field and 5+ years’ professional experience relevant to the key accountabilities outlined in this description; or, 8+ years professional experience relevant to the key accountabilities outlined
- A community perspective informed by both lived experience and professional engagement; posses an asset-based view on community
- A clear commitment to equity of opportunity and a genuine respect for diversity, equity and inclusion
- Experience with grants management systems; Foundant preferred
- Excellent project management and time management skills
- Flexible, resourceful, creative self-starter; able to prioritize and manage multiple tasks and competing priorities
- Ability to design and implement effective and efficient workflow processes and procedures, with an eye on process improvement
- Good problem-solving and critical thinking skills with a willingness to be flexible and proactive in a fast-paced workplace
- Commitment to providing excellent and responsive customer service to internal and external stakeholders.
- Experience with philanthropy, foundations and/or community foundation operations.
- Exceptional verbal and written communication skills
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word.

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 $80,000-$85,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan:
- Paid time off:
  - Two weeks accrued paid vacation
- Two weeks accrued paid sick leave
- Four mental health days
- Two personal day
- Two floating holidays
- Ten holidays

**Benefits:**
- All benefits effective on date of hire – no waiting period
- 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
- 100% employer-paid life insurance and AD&D
- 100% employer-paid short-term disability and long-term disability
- 100% employer-paid parking in downtown Atlanta or monthly MARTA card
- Affordable plans for legal insurance, critical illness, supplemental life, and more
- Employee Assistance Program

**Retirement:**
- Immediate eligibility for employee contribution to 403b plan
- After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

**Culture and Development:**
- Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
- Two wellness rooms for mental health with self-care items
- Fun monthly employee engagement activities

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

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

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.

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