

Community Foundation of Sarasota County

Job Profile

Title: Manager, Grants & Scholarships
Date: 1/30/24
Reports to: Director, Community Impact
Status: Exempt

Purpose:

Lead and direct day-to-day operations and administration of CFSC's grant and scholarship programs. This includes process creation, project plan development/oversight, program execution, payment authorizations and reports. Ensure compliance with fund criteria and policies while adhering to CFSC's mission/values. Partner with Community Impact leadership to align organizational strategy with operational tasks/outputs. Direct, review work of team members and ensure multiple projects/ initiatives are well-resourced and managed.

Responsibilities:

- Ensure adherence to Board approved policies regarding grantmaking and scholarships; create internal operating procedures to ensure consistency and adherence to such.
- Partner with Finance to ensure adherence to internal audit controls for outgoing grants/scholarships.
- Establish, direct and oversee a master project list/calendar, including deliverables, meetings, timelines for initiatives aligned with strategic goals and fundholder expectations; assign responsibilities; plan for contingencies; ensure sufficient resources (staff, technology, key stakeholders, committee composition, training, etc.); review progress against expected deliverables and/or goals.
- Lead process to ensure smooth annual grant and scholarship committee tasks (selection criteria, internal milestones, awards, auditing practices for internal compliance, adherence to fundholder agreements, etc.).
- Oversee the accuracy of data collection for internal and external reports.
- In partnership with the Strategy & Communications team, along with data from The Giving Partner and Community Dashboard, measure progress and impact of grants/scholarships in the community; prepare and analyze data for leadership review.
- Act as escalation point for resolution of unclaimed grant or scholarship issues.
- Remain current with grantmaking, financial aid and scholarship trends/best practices.
- Partner with the Strategy & Communications team to develop promotional materials for scholarship outreach including college fairs, financial aid events, information sessions, etc.
- Represent CFSC at community, committee and donor meetings, as necessary.

Qualifications:

- Bachelor's degree in business or related field preferred; combination of education plus relevant experience may be considered.
- Minimum 10 years management experience in a finance, accounting, operations or related role, including 3-5 years of experience leading high profile operational projects. Experience leading grant operations/processes preferred.
- Proven collaborator with experience building effective working relationships with multiple stakeholders, including leadership, staff, community leaders and volunteers.
- Proven success leading and coaching staff members.
- Experience in budget preparation and management of such; strong financial acumen.
- Highly developed analytical, problem solving and decision-making skills.
- Proven process reengineering success in prior environments.
- Highly developed project management skills (scope, planning, resource allocation, contingencies, technology needs); able to easily synthesize organizational strategy/goals and implement programs/ tools to align with such.
- Highly developed written, verbal and influencing skills.
- Proficient with Microsoft Suite: Excel (incl. pivot tables), Word, Outlook, PowerPoint.