

Be The One



The Community Foundation of Sarasota County seeks a dynamic:

Manager, Grants

The Manager, Grants position is primarily responsible for managing grantmaking programs and processes to strategically distribute grants from designated funds. This includes working with nonprofits to ensure understanding and compliance with the grant application process as well as working with committees and utilizing software to review and rank applications. The position will also be responsible for monitoring the grant process including developing policies, procedures and tools to measure impact.

The successful candidate will be someone who enjoys working with nonprofits, with the ability to electronically process large numbers of applications, while paying close attention to the details. The successful candidate should have well developed customer relations and organizational skills. Strong teamwork and written/oral communication skills are also required for the Manager, Grants position.

The Manager, Grants position is a full-time position offering excellent benefits including employer paid health, dental, vision, short/long term disability and life insurance for employees. In addition to a generous Paid Time Off policy and paid holidays, the Community Foundation of Sarasota County also offers a 401K with a generous matching opportunity, bonus opportunities and more!

Responsibilities:

1. Assist grant seekers in understanding grant application process.
2. Manage grant application and reporting process for all grant cycles.
3. Develop policies, procedures and tools to measure and understand impact across key initiatives/programs; continually monitor, report on and recommend adjustments as necessary.
4. Monitor grant making to ensure that grants meet the conditions of the fund agreement.
5. Collaborate with Vice President, Community Impact to develop and manage strategy for grantmaking activities from field of interest and unrestricted funds.
6. Track the community impact of grant funding and adjust grantmaking strategy based on results.
7. Work with Vice President, Community Impact to manage key community initiatives
8. Complete grant applications from other foundations as needed.
9. Provide other support services as needed.

Position Qualifications:

1. Bachelor's Degree in non-profit management, liberal studies, organizational development, or other related field required, or substitute combination of experience and education.
2. Knowledge of community non-profits, resources, and organizations, or demonstrated ability to develop familiarity within first 90 days.
3. Understanding of nonprofit effectiveness and efficiency; grantmaking experience.
4. Excellent communication and organizational skills.



5. Demonstrated project management skills.
6. Supervisory experience and strong capacity for leadership.

Technology Qualifications:

1. Proficient understanding of software technology to work with technology experts and internal constituents to troubleshoot issues.
2. Proficient use of Microsoft Word, Outlook, PowerPoint and Excel.
3. Proficient experience with nonprofit data bases and grants management/reporting software.
4. Ability to self-support for basic computer and network problems.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker:

- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

Respect:

- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

Inspirational:

- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner

Dedicated Team Player:

- Works well across disciplines
- Adaptable to change
- Listens to other's ideas
- Accepts different assignments

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Enthusiastic:

- Excited about the CFSC mission
- Optimistic, positive attitude

About This Opportunity:

The Community Foundation of Sarasota County (CFSC) has been named one of the *Best Places to Work in Sarasota-Manatee* for both 2018 and 2019!

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

In just one day in 2016, donors to CFSC's 24-hour online Giving Challenge donated over \$13.1 million. The 2018 Giving Challenge raised \$11.7 million for more than 630 local nonprofits. The 2020 Giving Challenge is expected to be extraordinary as well. Since 2012, the Giving Challenge has raised a combined \$40 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists and believes that everyone can be a philanthropist, not just those with means.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota County.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

Complete information on the Community Foundation of Sarasota County can be found online at www.cfsarasota.org

All interested candidates should complete an application through the Community Foundation's recruitment website, including a current resume and cover letter.

Please apply online at www.CFSarasota.org.

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For additional information or questions, please contact:

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Community Foundation of Sarasota County