

Job title	Grant & Scholarship Manager
Reports to	President & CEO
Non-Exempt	<i>Bridge Builders Community Foundations, Inc., is committed to the full inclusion of all qualified individuals. Reasonable accommodations may be made to individuals with disabilities to perform essential job functions.</i>
Salary	<i>\$40,000-\$50,000 with Retirement and Medical benefits.</i>

Job Purpose

The Grants and Scholarship Manager plays a vital role in administering the Community Foundation's grantmaking and scholarship programs. This individual oversees all processing operations to ensure alignment with established Community Foundation protocols and IRS regulations.

This position is responsible for managing efficient, equitable, and mission-aligned processes from application through evaluation and reporting. Serving as the lead administrator for the grant and scholarship programs, the Manager provides functional and strategic support to ensure program success.

The role also requires close collaboration with staff, board members, funders, applicants, and community partners to maintain transparency, compliance, and meaningful community impact.

Additionally, the Manager is responsible for the dedicated oversight and administration of the Phillips Charitable Trust, ensuring strict adherence to its charitable purpose, communications, trustee relations and reporting expectations.

Primary Duties and Responsibilities

- **Grant administration**
 - Oversee the full lifecycle of the foundation's grantmaking process.
 - Develops, implements and maintains scholarship and grant management processes and procedures in compliance with field's best practices and regulatory requirements.
 - Work with donors, staff, and the community to align funding strategies with organizational goals.
 - Maintains grantmaking policies and recommends changes.
 - Manage application review, compliance, grant agreements, disbursements, and reporting.
 - Evaluate grant impact and improve systems based on feedback and outcomes.
 - Maintain grantmaking database (GLM) and ensure accurate and timely documentation.

- **Scholarship Program Administration**

- Manage the administration of all scholarship programs, including outreach, applicant support, selection, and award disbursement.
- Develops, implements and maintains scholarship and grant management processes and procedures in compliance with field's best practices and regulatory requirements.
- Plans and manages calendar of scholarship administration activity. Coordinates selection committees with volunteers, fund representatives, staff, committees, donors and high schools.
- Collaborate with selection committees and schools to ensure smooth operations and clear communication.
- Track award, donor reporting, student thank you notes and scholarship impact stories.

- **Grants and Scholarships**

- Maintains scholarship and grantmaking policies and recommends changes.
- Acts as the Allocations and Distribution Committee Staff Liaison
- Develops proficiency in Foundant programs, particularly GLM (Grant Lifecycle Manager) and SLM (Scholarship Lifecycle Manager) ensuring that all information remains current, and that technology solutions and reporting are fully utilized.
- Reviews grantee reports and payment requests for compliance with grant making protocols and grant conditions.

- **Phillips Charitable Trust Administration**

- Serve as the primary point of contact for all activities related to the Phillips Charitable Trust.
- Ensure strict adherence to the trust's guidelines, distribution policies, and reporting requirements.
- Coordinate annual calls for proposals, committee reviews, and award disbursements.
- Maintain all trust-related documentation, financial tracking, and grant close out reports.

- Other duties as assigned.

Qualifications

- Associate degree or comparable experience required, and bachelor's degree preferred.
- Above average computer skills including literacy in Microsoft Office Suite. Previous experience with Google for Non-profits helpful.
- 1-3 years of experience in an office administrative or clerical position.
- High degree of professionalism.
- Ability to maintain a good working relationship with coworkers, staff and board members
- Above-average communication skills both verbal and written.
- The ability to act responsibly and ethically when working with sensitive information.
- A high degree of accuracy when entering data.
- Above average customer service skills.
- Trust or non-profit experience helpful.
- A sense of urgency to respond to business needs and correspondence.

Working conditions (if applicable)

- Sitting or standing for extended periods of time.
- Ability to protect confidential information and the integrity of the company.
- Office environment.

Physical requirements (if applicable)

- This job requires sitting or standing for long periods of time to work on a computer. Ability to use a computer and reach within hands/arms' length.
- Ability to stoop, kneel, crouch and lift or move up to twenty pounds on occasion.
- Ability to see details of objects that are less than a few feet away with or without correction to read computer screens and printed documents.

Direct reports

- This position has no direct reports.

Essential Job Functions

- Attendance at work.
 - Be able to follow work procedures and instructions both written and verbal.
 - Strong communication skills both verbal and written.
 - Maintain positive working relationships with co-workers, vendors, suppliers, and customers.
 - Ability to work well with other team members, performing work in a safe manner.
 - Perform administrative duties including responding to emails, phone calls and written correspondence at an acceptable quality level.
 - Ability to process a large volume of work quickly and accurately.
 - Ability to focus on detail-oriented tasks.
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