VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,400 charitable funds with assets exceeding several billion dollars and growing. In 2022, we deployed more than 6,000 grants totaling over $85 million. The Foundation also supports the activities of 9 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. Together we do more good!

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Grants and Project Administrator

REPORTS TO: Senior Officer, Data & Research
CLASSIFICATION: Full-time, exempt; salaried-benefits eligible; 37.5 hours per week

POSITION DESCRIPTION: Within the Community Impact department, the Grants and Project Administrator will have primary responsibility for the management and administration of multiple grant processes. Additionally, this position plays a critical role in managing the administrative and cultural needs of the Community Impact team. This position will also offer cross-functional assistance to other teammates within the department and Foundation to advance the Community Foundation's priorities.

PRIMARY DUTIES AND RESPONSIBILITIES:

Grant Process Management
- Facilitate the calendar of grant processes ensuring preparation, execution and follow-up are maintained.
- Project manage grant processes to include status reports on applications, organization contact reports and maintaining a calendar of critical steps
- Ensures grant timelines and key deliverables are met in coordination with Program Officers
- Primary organizer and presenter for nonprofit grant info sessions, including marketing, production, and follow-up

Systems Administration
- Foundation-wide system co-administrator for grants management system (Foundant's GLM)
- Core user of CSuite and Salesforce systems
- Ensures adherence to use of systems for the Community Impact team
- Authors documentation and provides training for systems use for internal and external audiences
Data & Reporting
- Build and run grant data, contact, and internal coding reports
- Coordinates contact management across multiple systems
- Manages bookkeeping for budget (F3) and grants ledger
- Supports grant coding for grants and donor-advised funds, Affiliates and Philanthropic Services
- Manages follow-up reporting, the dissemination of reports and necessary follow-ups for partner organizations and Program Officers

Administration
- Plan and provide support for internal and external department meetings, including grants deliberation meetings where Community Impact Committee votes are taken.
- Manage SharePoint and other online tools (Zoom, Microsoft Teams)

Liaison to CF Staff
- Coordinates with Shared Services team to execute grant workflows and ongoing process improvements
- Community Impact team staff lead for Marketing for execution of projects and management of events
- Liaison to Operations for coordination of projects

QUALIFICATIONS:
- A commitment to advancing racial equity and inclusion in your work and at the Foundation.
- Technically savvy; Proficient in Microsoft Office, scheduling software, and video conferencing; experience using project management tools and data visualization software.
- Strong independent and proactive nature, with a motivation for continual process improvement, that thrives in a dynamic environment where multiple priorities are being managed.
- Experience utilizing web-based CRM platforms and databases.
- Financial and data management experience utilizing spreadsheets and Microsoft Office.
- Experience with Foundant products and/or Salesforce preferred. Proven ability to assist others with the use of technology and databases.
- Demonstrated success in working with a team, including the ability to lead and support projects, and a collegial spirit in sharing ideas and receiving feedback.
- Demonstrated ability to direct and manage several projects simultaneously.
- Demonstrated independent decision making, problem solving, and judgment.
- Demonstrated ability to meet deadlines and work independently toward the Foundation’s goals.
- Ability to function effectively both within the Community Impact department, and across all other divisions, ensuring the effective and efficient operations of the Foundation.
- Ability to attend community events that may not be during normal workday hours.

EDUCATION & EXPERIENCE:
- A Bachelor’s degree or equivalent experience preferred but not required
- Experience working in the nonprofit sector is helpful

If you are interested in this position, please visit cfrichmond.org/About/Careers or send your cover letter, resume, and salary requirements to careers@cfrichmond.org. No phone calls or agencies, please.

Don’t meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role, but your experience doesn’t align perfectly with every qualification, we encourage you to apply anyway. You may be the right candidate for this or other roles.