



Northern New York Community Foundation

POSITION: Grants Associate

REPORTS TO: Director of Philanthropy

CLASSIFICATION: Salaried Non-Exempt

Purpose of the Position

The Northern New York Community Foundation seeks a highly organized, collaborative, and community-minded individual to serve as a Grants Associate. This is a new position that will play a vital role in the daily operations of the Foundation's grantmaking functions, providing essential administrative, technical, and organizational support to ensure the effective stewardship of charitable resources. The ideal candidate is detail-oriented, technologically proficient, and committed to delivering exceptional service to nonprofit organizations, donors, board members, and community partners. This individual is motivated to support philanthropy through organizational systems, responsive customer service, and accurate execution.

Position Summary

- Play a critical role in administering the Community Foundation's competitive, strategic, and Donor-Advised grant programs
- Serve as a primary resource for nonprofit organizations navigating grant opportunities and application processes
- Support grantmaking through research, due diligence, grant analysis, committee coordination, and applicant communications
- Maintain accurate grant records and ensure the timely administration and stewardship of grants throughout their lifecycle

Position Focus

- Thoughtful and accurate administration of the Foundation's grantmaking activities
- Exceptional service and support for nonprofit organizations and community partners
- Coordination of grantmaking committees and advisory groups
- Continuous improvement of grantmaking systems, processes, and applicant experience

Primary Responsibilities

Grant Program Administration:

- Administer the Foundation's online grants management system by creating online applications, follow-up agreements and reports, and workflows while maintaining accurate records
- Provide technical assistance and guidance to users of the Foundation's online grant portal

- Coordinate review with outside evaluators, including scheduling meetings and compiling feedback using online reporting tools
- Attend and support committee and board meetings by developing presentation materials and recording meeting minutes
- Assist in the preparation and distribution of meeting packets, grant summaries, recommendations, and supporting materials for staff, grant committees, and the Board of Directors
- Process competitive and Donor-Advised grant awards through integrated online systems from account creation, application submission and review, award disbursement, to final reporting
- Serve as an administrator of the Foundation's online Board portal, ensuring meeting materials are accurate, organized, and distributed in a timely manner
- Ensure compliance with Community Foundation policies and grantmaking procedures

Strategic Grantmaking Support:

- Research nonprofit organizations, community issues, funding trends, and emerging opportunities
- Assist with special initiatives, grant information sessions, and collaborative grantmaking efforts
- Compile grantmaking data, outcomes, and impact information for reports and presentations
- Support evaluation efforts that strengthen the Foundation's grantmaking effectiveness

General Foundation Support:

- As a first impression for donors, nonprofits, and stakeholders of the Foundation, the Grants Associate is responsible for communicating in a courteous, efficient manner, providing a professional and positive experience
- Accurately process and facilitate grants using Foundation software
- Update and maintain correct information in the Foundation's database as necessary to ensure data integrity
- Work alongside donors and connect their interests with worthy programs, projects, and initiatives
- Collaborate with Foundation staff to support organizational priorities

Other Responsibilities:

- Perform other duties as assigned
- Responsibly maintain required documents according to Foundation policies

Necessary Attributes

- Superior customer service skills with all constituents
- Strong verbal, written, and interpersonal communication skills
- Technological capacity to learn and use Community Foundation tools
- Impeccable attention to detail, accuracy and information integrity
- Ability to effectively organize and prioritize work
- Positive, motivated, and team- and solutions-oriented
- Professional demeanor and appearance
- Passion for and commitment to the position and the Community Foundation's work and mission

Work Experience and Education

- High school diploma or General Equivalency Diploma (GED) required
- Associate's degree or higher preferred
- Minimum of three years in a similar work environment
- Nonprofit experience a plus
- Proficiency with Microsoft Office and ability to learn all appropriate Foundation software programs

Typical Work Schedule/Location

- Regularly works Monday through Friday at the Foundation's office in Watertown, New York, during normal business hours and requires a willingness to work a flexible schedule when needed.

Requirements

- Résumé, cover letter, and three professional references

Salary and Benefits

- The salary for this role is \$40,000 to \$50,000 per year. Compensation commensurate with salary standards and work experience

How to apply

- Please submit your completed application to **Kraig Everard**, director of philanthropy, at **kraig@nnycf.org**. You may also mail your application to Northern New York Community Foundation, 131 Washington St., Watertown, New York 13601