

Victoria Foundation Position Description GRANTS MANAGER

Victoria Foundation (the Foundation) is a private grantmaking foundation, founded in 1924. For the past 50 years, the mission has been to make a difference in the lives of children and families living in Newark, New Jersey. An important secondary goal is the protection of water and the preservation and stewardship of precious open space in environmentally sensitive areas of the state. Grants total approximately \$11 million annually. The Foundation operates with a staff of eight: an executive officer, associate director, three program officers, and three administrative staff. The program staff works as a team with the administrative staff to manage the office and day-to-day work of the Foundation.

The Grants Manager is very important to fulfilling the mission and to the operations of the office by ensuring the effective management of Victoria Foundation's core grantmaking. This position reports to the director of finance, supports the program team, and manages administrative and financial facets of the grantmaking process.

The position responsibilities include but are not limited to:

- Managing all aspects of grants processing including sharing of grants information and data with program and administrative staff so that foundation activities are smoothly implemented; creating and implementing systems and practices that support the grants management function, and the creation and implementation of grant related projects.
- Managing the ongoing integrity of the grantmaking database.
- Creating reports and templates in the new online grants system.
- Training staff on the new online grants system.
- Managing grant expenditures and monitoring grant commitment scheduling.
- Managing pre- and post-grant administrative procedures.
- Replying to inquiries regarding application and general grantmaking questions from prospective grantees.
- Generating necessary reports for the executive officer and program staff.
- Preparing materials for trustee docket books, award letters and checks for all board approved and discretionary grants and letters of declination.
- Liaises with the director of finance to ensure integrity of recorded grants payments.
- Assists the director of finance in making monthly payments to vendors.
- Assists the director of finance in preparing schedules and gathering data for the annual audit.

Required Qualifications:

- College degree with 4+ years of relevant work experience.
- Previous grants management experience, highly desirable.
- Exceptionally detail-oriented.
- Excellent written and oral communications skills.
- Strong organizational abilities to prioritize and manage multiple tasks with strict attention to deadlines.
- Proficient in Microsoft Office, including Word, Outlook, and Excel, with ability to train others in its usage.
- Proficient in MicroEdge/Blackbaud Gifts Online, or a similar online grants management system.
- Flexibility, especially when changes arise, and ability to work efficiently with staff and trustees.
- Team player with excellent interpersonal skills and good sense of humor.
- Self-directed, with ability to think ahead and anticipate program and administrative needs.
- Quick learner and able to work independently.
- Knowledge of the nonprofit sector helpful.
- Prior use of any accounting system a plus.

Start Date: The Foundation seeks to have the new grants manager start on or before July 16, 2018.

Deadline to Apply: Friday, June 29th

Salary: Competitive, with excellent benefits.

Victoria Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If interested, please send cover letter, resume, and list of 3 references to the attention of: Joseph Matara, Director of Finance, Victoria Foundation, 31 Mulberry Street, Newark, NJ 07102 or email to jobs@victoriafoundation.org