

**UNITED WAY OF THE GREATER CAPITAL REGION  
POSITION DESCRIPTION**

POSITION: <b>Grants Manager, Community Impact</b>	Salary range: \$45K-\$55k	REVISION DATE: <b>07.2023</b>
DEPARTMENT: <b>Community Impact</b>	TEAM: <b>Community Impact</b>	ORIGINATION DATE: <b>July 2023</b>
REPORTS TO: <b>Chief Impact Officer</b>	EMPLOYMENT STATUS: <b>Full-time</b>	WAGE CATEGORY: <b>Exempt</b>

**About UWGCR:**

UWGCR is a community-based social justice philanthropic organization that tackles inequality as a root cause of complex societal challenges. We take a rights-based approach to understanding how we can improve people's health, enhance access to diverse educational opportunities and create the conditions for greater economic wellbeing. Central to our strategy is supporting an equitable, resilient, and sustainable "For Impact" sector. Through equitable and participatory grant-making and issue-based convenings, we support community-based organizations in 8 counties who share our commitment to creating the conditions in which every person, in particular those who have been historically and continuously disadvantaged, can be the authors of their own futures. We encourage a growing community of funding partners to work alongside us, strengthening a contribution mindset rather than sole attribution, leveraging our experiences to pool funds & resources strategically to best support these initiatives. To everything, we bring a humble and curious mindset. Learning and adapting are core values that we apply both to what we do and how we do it. We're hiring smart thinkers and doers who want to work for a leader and innovator in the philanthropic space.

**About the Role:**

The Grants Manager facilitates the organization's grantmaking operations. In 2023 this is a portfolio of \$3 million dollars. Specifically, this position is responsible for the administration of select government grants processes including design, maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and reporting of grants data. The position is responsible for ensuring data integrity, designing partner support, and

supporting internal staff. The ideal applicant will be detail oriented, able to work independently, and will have experience in grant management and project management. They will have outstanding relationship building skills, able to steward existing partnerships and strengthen a diverse network of multi-sectoral partners throughout the region. They will incorporate an equity framework into all efforts. This position reports to the Chief Impact Officer and is part of the Community Impact team.

## **DUTIES & RESPONSIBILITIES:**

### **1. Grant Administration & Workflow Optimization:**

**A. 2-1-1 (30%):** 2-1-1 is the largest information and referral line in the Capital Region. The person in this role will strategize and manage the execution of UWGCR's Lead Organization role in the administration of this state-wide grant and represent the organization at the state-wide 2-1-1 level. This responsibility includes:

- Expand the reach, strengthen the reputation, and strategically build on the potential of 2-1-1 as a regional referral line to ensure equitable access to social services;
- Actively initiate and participate in community outreach efforts including tabling at community events;
- Oversee quality assurance measurements for 2-1-1 to assess and ensure quality service;
- Represent UWGCR in a professional manner at community meetings and events, including early morning and evenings and occasional weekend days; some local travel required.
- Facilitate marketing, community outreach and education, and contracting;
- Analyze and apply 2-1-1 open-source data to support advocacy efforts.

**B. Emergency Food and Shelter Program for the Capital Region (EFSP) (30%).** EFSP is a national grant program operated through Federal Emergency Management Administration. The person in this role will serve as central administrator for four (4) Emergency Food and Shelter Program local county boards, including liaising with applicants, board members, and chairs, drafting and submission of financial reports, communication with federal granting body for EFSP.

### **C. UWGCR Grant Operations (30%)**

UWGCR is committed to process excellence and entrusts our team with the task of continuous process improvement and examination of the impact of our processes on our various partners, particularly grantees and grant seekers. The position will manage UWGCR's grant-portal, at present Survey Monkey Apply, and use it to support the grant administration function. The position will:

- Oversee overall grants flow process, document procedures, and manage all aspects of process implementation;
- Administer all components of the grants cycle, including: application processes, database management, grant review, grant documentation and grant compliance;
- Participate in process design for future grant management systems;
- Provide accurate grant data / information to Community Impact Team, UWGCR staff and Board, and other internal and external stakeholders;
- Prepare relevant grant docket materials for Board, committees, staff, and other audiences;
- Provide clear, concise instruction on grants administration policies and procedures to both grantees and staff;
- Analyze budget and expenditure reports and ensure compliance with IRS and organization-specific regulations for assigned grants;
- Represent the Organization to outside audiences;
- Provide insight and strategic advice about how to best leverage grants management system and processes in support of UWGCR's learning and evaluation and capacities;
- Other duties as assigned.

### **2. Volunteer Sector Support (10%):**

In addition to financial resources, UWGCR harnesses the power of volunteers to advance social justice missions and strengthen the voluntary sector as a central partner in For Impact work. Working in close coordination with the Resource Development Department, who supports aligned corporate volunteering, the position will provide strategic support to advance the voluntary sector in two primary ways:

- In partnership with post-secondary institutions co-create equitable, effective, and creative service-learning opportunities, including the existing partnership with SIENA College and Americorps VISTA.

- Developing and supporting equitable volunteer coordination in the For Impact sector, including but not limited to supporting UWGCR's 518 Day, the Region's largest day of collective giving, developing opportunities for volunteer coordinators.
- Other duties as assigned.

**Required Competencies and Skills:**

- Demonstrated grants administration experience;
- Excellent data-base management and reporting skills;
- High comfort level with Excel, technological tools and platforms;
- Proven analytical skills- translating data into information;
- Be highly detailed oriented;
- Excellent interpersonal skills and intercultural competency;
- Enthusiasm for community outreach and relationship-building;
- A generous and curious nature, coupled with a sense of humor, and grace under pressure;
- Highly flexible and adaptable to a changing environment;
- Self-awareness about strengths and limitations.

**The successful candidate will have:**

- Bachelor's degree plus 3-5 years' work experience, preferably in the philanthropic and/or non-profit sectors;
- Advanced systems skills, especially knowledge and understanding of Survey Monkey Apply and Excel (or a willingness and ability to quickly get up to speed on both, as demonstrated by experience in another grants operating systems);
- Experience in implementing policies and procedures;
- Ability to implement effective workflow processes and procedures;
- Excellent ability to organize complex tasks and meet multiple deadlines;
- Skilled in working with internal staff to marry system and process needs;
- Ability to facilitate smooth communication and work-flow process across operations, finance, resource development, and program functions;
- Ability to think critically, act decisively, and synthesize program and operational issues;
- Willingness to take initiative, high level of self-motivation and ease working independently or as part of a team;
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action;
- Ability to draw connections between what we do and how we do it and concern with the impact of UWGCR's work;

- Written and oral fluency in English;

### **Diversity & Inclusion**

UWGCR is an equal opportunity employer. We respect, value, and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We also believe that bringing diverse individuals together allows us to collectively and more effectively address the issues that face our communities. It is our aim, therefore, that our staffing, partners, strategies, and investments reflect these core values.

### **Physical and Travel Requirements**

Standard office environment, position is primarily an open office setting, in a shared co-working space with 17+ non-profit partners Physical demands include sitting and/or standing for extended periods of time: bending, lifting, regularly moving between offices, traveling to outside meetings, regular use of telephone, copier, fax, and computer. Reasonable accommodations will be made to enable individuals with differing abilities to perform the essential functions. Reliable transportation required. Job involves frequent public contact and concentration, including occasional early morning, evening and weekend meetings and other events.

**Work Authorization:** Individual must have legal authorization to work in the United States.