



GRANTS MANAGEMENT ASSOCIATE

Purpose

Provide grant management expertise to support the development team in timely, effective attainment and retention of grant funds to support strategic initiatives.

Essential Job Functions

1. Provides administrative and project-level support.
2. Responsible for managing Bloomerang donor database. Inclusive of data entry, reporting and tracking.
3. Supports the Administration and Finance Associate in the invoice process.
4. Assists with the carry forward deliverable reminder, submission, and review processes.
5. Responds to inquiries from grant funders and institutional administrators.
6. Supports Development Managers in gathering data for deliverable, grant reports as needed.
7. Schedules and prepares meetings for the department.
8. Prepares agenda and takes notes and documents key decisions during Fundraising Committee and team meetings.
9. Assists Chief Advancement Officer and Development Managers with general tasks as assigned.
10. Responsible for acknowledgement letters to individual donors and tracking of gifts and coordination of communication with Chief Advancement Officer to steward gifts.

Other Job Functions

- Event Management: Support coordination of event details such as location, invitee list, special guests, promotional material, etc.
- Proactively handle any arising issues and troubleshoot any emerging problems.
- Work with Research and Development team and Impact Managers to craft messages that reflect the impact of new strategic initiatives for grant and prospecting opportunities.
- Work with the Development Managers to maintain records of all corporate/foundation interactions e.g. grant agreements, report requirements or documentation of calls and meetings.

Job Qualifications

Minimum

- 5-10 years' experience in administrative roles, ideally in the nonprofit sector.
- Excellent writing, editing, and proofreading skills.

Preferred

- Bachelor's degree
- Energetic, strategic thinker whose ambition and creativity is grounded by an understanding of engaging the philanthropic community in scaling proven programs.
- Strong organizational and time management skills; ability to work well under pressure and meet deadlines.
- Appreciation of the funder/grantee relationship and understanding of inherent power dynamics.
- Well-versed in reading and understanding academic research and the science of program assessment, measurement and evaluation.
- Proven relationship-building skills and the ability to interact successfully with a wide range of stakeholders representing the diversity of perspectives, culture and interests of any community.
- Maturity and sensitivity to work with diverse personalities in highly collaborative team environment.
- Solid experience with Microsoft Excel, Word, and PowerPoint.
- Comfort in using online data management systems.

Workplace

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and

people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

This position is based downtown Minneapolis but currently working a hybrid schedule. The salary is \$50,000-\$55,000.

ServeMinnesota requires all employees to be fully vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption.

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to lisacarlson@serveminnesota.org.

Application deadline is September 8, 2023.