



Title: Grants Manager

Organization: The Fund for the School District of Philadelphia

Reports To: President and Chief Executive Officer

Job Summary

Reporting to the President and CEO, the Grants Manager will oversee and participate extensively in the management of all grants received by The Fund and play a critical role in the life-cycle of the grantmaking process. The Grants Manager is responsible for all reporting to various funding sources and works closely with Chief Development officer, legal, and accounting departments. They ensure that funds are spent in accordance with appropriate regulations and accurate and efficient processing of documentation, as well as clear and timely communications with stakeholders.

Essential Functions

- Partners with staff in the development and monitoring of proposals and participates in review of new funding opportunities and provides critical feedback on institutional eligibility and risk.
- Coordinates all incoming grants with accounting, development, and the CEO.
- Generates grant award, amendment and payment letters.
- Works with Development staff to streamline and maintain a single, accurate institutional database of gifts, grants, contracts, and cooperative agreements and maintains grant records.
- Provides staff and grantee with spending updates and related reports and evaluative materials in comparison with the budget and program performance as requested.
- Maintains the Chart of Accounts for all grant accounts.
- Reviews and communicates award expiration dates, altered timeframes, milestones, and major changes in budgets to appropriate staff.
- Communicate professionally and in a timely fashion with donors and partners to ensure effective grant management and advancement of program implementation.
- Regularly monitors and documents grant expenditures and grant funded activity to ensure compliance with regulations and specific terms and conditions of multiple grant awards.

- Develops, implements and trains staff in the proper application of time-keeping, data collection and management, and programmatic reporting policies; monitors the application of these policies.
- Coordinates grant review process and committee(s).
- Analyze giving patterns and prepares summary reports as well as annual reports.
- Identify and implement improvements to the Fund's grant-making and grant acceptance processes.
- Attends board, donor, grant review, and other meetings as required.

Minimum Requirements

- Bachelor's degree from an accredited college or university in accounting, business, public administration or a related field.
- Five years of full-time, paid, professional experience related to Philanthropy, project management, or administrative grant-making experience.

Knowledge, Skills and Abilities

- Demonstrated knowledge of:
 - federal and state laws, guidelines and regulations governing the management of grants
 - business processes, document management, and contract administration
 - Microsoft Office applications, including Excel and grant management software
- Ability to:
 - work with mathematical concepts - accounting, budgeting, and multi-fund cost allocation.
 - work as part of a team and establish and maintain working relationships
 - analyze and summarize a significant amount of information in a concise manner
 - plan and develop procedures for compliance

- prepare, understand and interpret budgets and reports
- meet deadlines and to handle multiple tasks
- define problems, collect data, establish facts and draw valid conclusions.
- communicate effectively, both orally and in writing

The essential elements for this work are: ability to work well in teams and use informal authority to accomplish goals, good judgement and discretion, attention to detail, belief in the vision that all children deserve a quality education, willingness to learn and explore, expertise to accomplish the work and tenacity to stick with it until you get results. If you share this passion, we want to hear from you. Tell us what excites you about this opportunity and why you are right for it.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply, please email a copy of your resume to: hrcontact@thefundsdp.org by August 24, 2017. No telephone calls, please.

The Fund for The School District of Philadelphia is an equal opportunity employer.