



Alaska Conservation Foundation

Job Title: Grants Manager
Department: Programs
Reports to: Deputy Director
Supervises: None
FLSA Status: Full-time, Exempt
Salary: DOE

General Functions. The Grants Manager plays a key role in the management of the foundation's grantmaking and grant-seeking efforts. The position works closely with the Program/Deputy Director and program staff to manage ACF's various grantmaking programs. The Grants Manager maintains relations with supporting foundations, including preparation of grant proposals and reports and serves as liaison to the ACF Program and Grantmaking Committees.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Grant-making and Grant-seeking

- Serve as primary point of contact for all ACF grantmaking, ensuring that all documents received are reviewed, processed and filed, and all submittals are acknowledged.
- Manage processes for all ACF grantmaking, including ensuring that signed grant agreements are received and filed before grant payments are authorized, and ensuring that grant payments are made.
- Work with program staff to thoroughly evaluate grant reports to ensure compliance, and determine follow-up strategies as needed.
- Serve as lead for the Rapid Response grantmaking program, including responding to initial grant inquiries, coordinating staff and board review of letters of inquiry and applications, preparing summaries of grant requests for committee review, communicating with donors and grantees, and ensuring the receipt and evaluation of grant reports.
- Manage the Watchable Wildlife Conservation Trust grant program, including working with ADF&G personnel to prepare the annual docket for review and selection of grants awarded.
- Coordinate with development staff to review Donor Advised Fund's grant recommendations, and process grant award agreements, payments and reports.
- Manage Ted Smith Conservation Internship Program, including communication with donors, coordinating selection of host organizations by program staff, coordinating intern selection by host organizations, managing the summer program, and completing an annual evaluation.
- Work with program staff to develop, manage and update ACF's grantmaking documents, including grant guidelines, letters of inquiry and grant request forms, standard grant award agreement templates, and grant reporting requirements and formats. Ensure compliance with board policies and by-laws.
- Manage preparation of grantmaking and program activity reports for board committee meetings and board meeting briefing books.
- Work with program and development staff to identify new foundation prospects and conduct prospect research as needed.
- Maintain file of supporting documents for grant requests, including annual budgets, annual audits, 990s, grants received, staff and board bios, and 501(c)(3) status letter.
- Manage all incoming grant documents, filing in Salesforce, record restrictions and communicate those with Program Staff and CFO, ensure acknowledgements are sent.
- Manage and account for all grant-related administrative costs and serve as liaison between the CFO and the Program group for this issue.

Communication and Data Management

- Manage all aspects of grants database, including transition from GIFTS to the Salesforce database, data entry for grantmaking, grant reporting, updates on grantee activities, and grantee documents such as budgets, strategic plans, and records of grants received. Train program staff in Salesforce and assist staff and grantees during the transition.
- Keep website updated for all grant programs, including grant award announcements. Coordinate communication of program information using ACF Communication Plan.
- Maintain Salesforce calendar for letters of inquiry, request and report deadlines, workshops, meetings and other program events.
- Manage *Conservation Achievement Awards Program* outreach and nominations process, to include updating nomination forms, responding to inquiries, working with Awards Committee to facilitate recipient selection, and managing all communications with recipients in preparation for annual Awards ceremony.
- Manage Grantmaking Committee Meetings, work with committee members to prepare agenda, supply requested information and take meeting minutes.

Job Specifications

- Strong organizational and time management skills, ability to prioritize tasks, meet deadlines and manage multiple projects.
- Excellent oral and written communication skills.
- Excellent listening and retention skills.
- Demonstrated ability to work effectively as a member of a team and independently, as well as a self-starter with outstanding interpersonal skills.
- Solid relationship-building skills, ability to interact with board members, donors, grantees, and other external constituents.
- Common sense, flexibility and teamwork capabilities with the ability to exercise independent judgment.
- Professional, positive, enthusiastic and approachable attitude/demeanor.
- Discretion with sensitivity in handling confidential information.

Qualifications

- Knowledge of Microsoft Word, Microsoft Outlook, Excel, Adobe Acrobat and Power Point. Knowledge of Salesforce highly desirable.
- Experience in grants management or related experience.
- A passion for Alaska and protecting its environment

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Employee Signature

Date

Supervisor Signature

Date