

**Job Title:** Grants Manager

**FLSA Classification:** Exempt

**Reports to:** Senior Program Director

**Date:** 5/2/22

**Company Description:** Natrona Collective Health Trust is a newly created 501c3 private foundation based in Casper, Wyoming. The mission of the Trust is to build the foundation for lifelong health among Natrona County community members by advancing the mental wellbeing of young people through trust-based philanthropy and systems change. The Trust does this through grantmaking, capacity building, and advocacy. We have about a \$250 million endowment and distribute between \$4-6 million in grants to Natrona County annually. The Trust is committed to building a diverse staff and strongly encourages applications from candidates of color. As a public health organization, we believe in, promote, and adhere to the principles of public health in the community and in our office.

**Position Summary:** The Grants Manager is a 30-hour week member of a small and effective philanthropic organization, who will serve on the organization's program team. The Grants Manager will oversee and implement effective grantmaking processes and systems in alignment with trust-based philanthropy and a focus on community engagement. As a new grantmaking organization, the Grants Manager will play an integral role in supporting the Program Team's creation of various grant programs as well as securing and implementing a grantmaking software. The Grants Manager will ensure efficient and effective grantmaking processes are in place and followed. Finally, this position will also support the Program Team in reviewing, analyzing, and reporting data to the community, staff, and Board of Trustees to inform decision making and action. This will be an exciting opportunity for a grants manager who wants to transform grantmaking practices to ensure community is centered and support Trust-Based Philanthropy principals. The ideal candidate will have an astute attention to detail, experience designing and implementing efficient and effective processes, and the ability to maximize technology to support systems, processes, and data analysis.

**Job Responsibilities:**

**Grantmaking Processes**

Designs, administers, and maintains grantmaking processes and programs using a Trust-Based Philanthropy approach and in ways that support community-driven decisions.

Participates in the selection and implementation of a grantmaking software.

Ensures grantmaking software is optimized to ensure effective and efficient processes and practices. Oversees data entry work flows to ensure accurate and efficient reporting of data on grantmaking, advocacy, and capacity building.

Regularly reviews and updates processes based on community and colleague input. Creates and regularly updates all grants management policies and procedures.

Monitors processes for gaps/barriers and opportunities and recommends improvements.

Supports staff and nonprofits through the grantmaking process. Responds to any troubleshooting needs in a timely manner.

Generates responses to grant data requests and prepares regular reports and analysis for staff, board, and community members; produces reports required by regulatory agencies. Optimizes use of grantmaking data for community and organizational learning and action.

Determines, manages, and oversees programmatic budgets, working with Finance and Program to ensure adherence to the budget, spending policy, and minimum distribution requirements.

Supports program team in reviewing grant applications and making funding decisions.

Coordinates grant payments with Finance and partners using Bill.com.

Manages all monetary grant transactions in coordination with Finance.

Ensures compliance with state and federal regulations and organizational requirements for grants.

Negotiates and facilitates sensitive issues with the grantmaking process

Serves as a back up to Program Team for grants functions.

Participates in regular Program Team and Staff meetings.

Generates lists in collaboration with staff for effective communications.

**Experience and Education:**

- Bachelors preferred and/or five years of database management and administration experience.
- Experience with analyzing data and presenting data in comprehensible and visually appealing ways.
- Proven ability to manage the needs of various stakeholders and demonstrated customer service experience.
- Track record of creating and managing efficient and effective processes that maximize technology.
- Experience creating new systems and processes from scratch.

**Core Competencies and Skills:**

- Astute attention to detail.
- Excellent interpersonal skills with the ability to collaborate with diverse stakeholders and to communicate complex matters succinctly and effectively.
- Ability to work effectively within a small team, being both a collaborative team player and a self-motivated initiator.
- Ability to organize and prioritize work and meet deadlines for projects occurring simultaneously
- Excellent written and spoken English communication.

- Computer literacy including MS Office products and the ability to learn other computer applications.
- Effective managerial, project management and customer service skills, with the ability to oversee and prioritize multiple projects and effectively manage work flow to meet deadlines.
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require.
- Ability to take initiative and develop solutions quickly and effectively.
- High level of discretion in maintaining confidentiality of sensitive materials and issues.

**Physical Factors:**

The physical demands described are those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position must frequently be able to:

- Use computer and telephone devices.

**Working Requirements (Travel Requirements, Overtime, Shifts, On-Call, etc.):**

This is a part-time, 30 hours/week position. We provide a flexible work environment.

**Salary/Benefits**

- The salary range for this part-time position is \$62,000-66,750, depending on experience.
- Benefits include health insurance, vision, dental, 401k match, and unlimited paid time off.
- Professional development opportunities provided.

Natrona Collective Health Trust is an Equal Opportunity Employer. The Trust is committed to building a diverse staff and strongly encourages applications from candidates of color. Trust employees must be fully vaccinated against COVID-19.

Interested candidates should send a cover letter and email to [pmongold@collectivehealthtrust.org](mailto:pmongold@collectivehealthtrust.org) by May 25.