

*Position***Grants Coordinator***Classification***Non-exempt***Pay Range***\$65,000 - \$75,000**

Position summary: The Grants Coordinator supports the grants processing life cycle at Common Counsel Foundation (CCF). This includes grants administration for CCF's donor advised funds, family foundation clients and fiscally sponsored projects. Grants Coordinators report to the Director of Grants Management and Learning and work closely with Program Officers and the finance team.

Responsibilities include:**Grants Coordination (50% of time)**

- Coordinates the grant workflow between Program Officers, the Grants Management team and the Finances department
- Conducts due diligence research on organizations being considered to receive funding
- Conducts grants research and analysis as needed
- Supports docket preparation for Board approval
- Prepares grant letters and agreements to send
- Monitors and follows up on contingencies and special funding arrangements
- Updates grantee records in the grant management system
- Supports the reconciliation process between the Grants department and Finance
- Provides updates to CCF program officers regarding grants processing status

Partner Support (30% of time)

- Supports Donor Advised Fund clients in their grant making process
- Produces funding summaries for various partners
- Provides grant coordination to CCF's fiscally sponsored projects as needed

General Administrative Support (20% of time)

- Responds to requests for information from the public, answering questions & communicating requirements
- Provides grantee support as needed
- Maintains and updates contact information and mailing lists in the grants systems
- Provides general administrative support as needed to the department and organization
- Provides copyediting support as needed
- Drafts communications and documents as needed



Candidates for the Grants Coordinator position typically have /are:

- Interest in movement building and the work of CCF
- Experience either working in a foundation or for a nonprofit organization in a role that assisted with grants administration
- Experience conducting online research
- Ability to work in a collaborative manner
- Experience with Foundant or other grants management platforms preferred, but not required
- Flexible and able to manage multiple priorities
- Commitment to follow through & attention to detail
- Proficiency with standard computer systems and databases
- Willingness and ability to learn new platforms and systems
- Proactive and takes initiative
- Able to work independently once trained
- Strong written and verbal communication skills

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All positions at Common Counsel Foundation involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for 10% or less per year