The **Grants Administrator** plays a critical role in the administration of the Foundation’s database and grant-making process. This position interfaces directly with grantees and prospective grantees while working in a highly integrated way with the leadership, program and finance teams to administer all aspects of the grants cycle.

**PRIMARY RESPONSIBILITIES**

**Grants Management System and Technology (20%)**
- Maximize utilization of grants management system to improve the effectiveness and efficiency of the grantmaking process, aiding in Foundation goals to be a learning organization and to understand impact
- Develop and maintain data dashboards, standard and ad-hoc reports, preferences, and permissions in database
- Design and implement effective workflow processes and procedures, including maintaining a grants management manual
- Review and remain current about emerging and critical trends and best practices in grants management and adopt the most effective practices for the foundation

**Grants Process (60%)**
- Develop and implement grants administrative procedures, including but not limited to initial IRS compliance screens, letters of inquiry (LOI) and proposal submissions, grant recommendation templates, award letters, grant agreements, grant payments, grant reporting and payment receipts
- Manage the acceptance of formal inquiries and proposals by providing grant seekers with information about the process, timeline, and requirements, conducting an initial review of all submitted materials, and screening submissions for eligibility and completeness
- Maintain frequent communication with applicants and grantees, including assisting them with the application process and reminding them about upcoming deadlines and reporting requirements
- Manage and maintain accurate and complete database grant records, ensuring consistency and compliance with legal, IRS, audit and Foundation regulations and guidelines

**COMPENSATION**
$65,000 - $75,000 based on experience plus medical/vision/dental insurance, paid time off, disability and life insurance, contributions to retirement and matching contributions to donations.

**LOCATION**
In-person in our Baltimore office with potential for up to two remote workdays per week. Subject to change.

The **FRANCE-MERRICK FOUNDATION** is a Baltimore-based philanthropic institution focused on enhancing the quality of life in Maryland and Baltimore. With a $240 million endowment and annual grantmaking of $11 million to nonprofit organizations, the foundation is governed by a board of family and community members and is operated by a lean professional staff.

**HOW TO APPLY**
Submit a cover letter and your resume as a single PDF via e-mail to info@france-merrickfdn.org. Please include “Grants Administrator” in the subject line. No phone calls please.

**TIMELINE**
Applications will be considered until May 15, 2022

Start date is flexible:
Mid-July - November 2022

All employees be fully vaccinated and boosted against COVID-19 and provide proof of such vaccination prior to start date.
Grants Process (60%) Continued
• Maintain or create language and templates to communicate relevant policies, guidelines, instructions, and reminders throughout the lifecycle a grant application. Draft grant agreements and other grant-related correspondence
• Manage the Foundation’s grant reporting process by reminding grantees and staff about grant report deadlines, review received grant reports for completeness, and ensure the timely review of grant reports by Program staff
• Draft grant agreements and other grant-related correspondence

Grants Committee Meetings (10%)
• Collaborate closely with Executive Assistant in the preparation of agendas, budget reports, a review packet and other materials for the Board Grants Committee meetings

Team Support (10%)
• Maintain efficient grants management operations across the organization, by collaborating with cross-department teams to identify data management and workflow challenges and implement solutions and improvements
• Develop and deliver grants management process and systems trainings and provide ongoing technical assistance for all staff and new hires
• Work with leadership and program teams to prepare analysis, reporting and presentation of qualitative and quantitative grantee data to support internal learning, strategy and external communications
• Generate financial reports for budget forecasting, tax preparations, and annual reporting on the Foundations’ various funds and endowment awards

MUST HAVE EXPERIENCE, SKILLS & VALUES
• Commitment to the Foundation’s values of integrity, learning, collaboration, and impact
• Extensive comfort and experience working in and processes for CRM software systems, grants management software preferred
• A minimum of 3-5 years’ experience in professional office setting
• Proficient in Microsoft Office Suite (especially Excel) and Adobe Sign
• Excellent multitasking, organizational and time-management skills, with the ability to prioritize and meet deadlines
• Detail-oriented and highly accurate with data entry
• Ability to synthesize and visually tell data stories using pivot tables, charts, graphs and other tools
• Creative problem solver, resourceful, and proactive in seeking improvements and solutions
• Team-player with a track record for building and maintaining collaborative relationships and contributing to a positive organizational culture
• Strong customer-service, verbal, written and interpersonal communication skills
• Professional maturity, discretion and good judgment
• Flexibility, as job responsibilities may evolve in small office setting over time
• An understanding of, or interest in developing an understanding of, the concepts of institutional and structural racism and bias

PREFERRED
• Previous non-profit or foundation work experience
• Bachelor’s degree

The Foundation seeks to have a diverse staff team and strongly encourages applications from candidates of color and other individuals under-represented in the philanthropy profession.

For more information about France-Merrick Foundation, including our history and giving areas visit our website at www.france-merrickfdn.org.