



Director of Community Grants

The Community Foundation of NCW is a tax-exempt philanthropic organization that helps individuals, families, businesses, and agencies support charitable causes throughout Chelan, Douglas, and Okanogan counties. Our mission is to grow, protect, and connect charitable gifts in support of strong communities. We accomplish this through grantmaking, building community philanthropy, raising awareness of our regions' nonprofits, and growing an endowment that will continue to support charitable causes in North Central Washington in perpetuity.

POSITION OVERVIEW

This position is located in Omak, WA and responsible for the foundation's Community Grants Program which provides competitive grant opportunities for nonprofits in Chelan, Douglas, and Okanogan counties. The Director of Community Grants will build relationships throughout the local community and region and establish collaborative partnerships that benefit the program.

Grantmaking

- Manages high quality execution of the Foundation's discretionary grantmaking processes and ensures that the Foundation's grantmaking investments follow all policies and regulations.
- Oversees the design, implementation, monitoring and evaluation of the granting process and other related community investment programs to assess overall impact of CFNCW's grantmaking.
- Sets the calendars for discretionary and special grant processes, and ensures deadlines are met and grant programs are operated in a transparent, fair, diverse, and equitable manner.
- Acts as the primary content knowledge expert to colleagues on grantmaking, grants management, evaluation and field expertise.
- Develops and/or oversees all Applications, Evaluations, Grant Agreement Letters, Follow-up Reports for each process in the grants system (Foundant Technologies Grant Lifecycle Manager software)
- Provide advice and technical assistance to grant seeking organizations, serving as the Foundation's principal contact with all grantees.
- Coordinates site visits and communication with prospective applicants
- Reviews grant proposals, completes analysis of requests, gathers additional information if necessary, and assigns evaluators.
- Ensure timely distribution and communication of grants to grantees.
- Develops and maintains successful, transparent grantee relationships.

- Develops procedures to ensure high quality and efficient grantmaking and makes recommendations related to grantmaking processes to streamline operations.
- Works in coordination with the Executive Director and CFO to develop and administer the annual discretionary grantmaking budget.

Volunteer Relations

- Provides leadership for multiple Advisory Grantmaking Boards comprised of volunteer community representatives who are charged with recommending discretionary grants to the CFNCW Board of Directors.
- Work with Executive Director and Trustees to identify and onboard volunteers to participate in Grant review panels.
- Duties include coordination of meetings, management of proposal review, facilitation of decision processes, and the preparation of information to support committee deliberations.

Community Relations

- Establishes strong collaborative relationships with Chelan, Douglas, and Okanogan county non-profit sector to advance the goals of the foundation.
- Represents CFNCW in the nonprofit and broader communities, as needed or requested.
- Active participation in a service organization of choice will be required.
- Provide relevant information and story ideas to Director of Communications for opportunities to communicate with stakeholders about CFNCW grantmaking for newsletters, annual reports, website, Facebook, and other social media outlets.
- Works with Local Advisory Boards to coordinate annual grantee recognition events in every community.
- Work with Director of Communications to advertise the availability of the Foundation's Grants.
- Encourage participation in Foundation's Nonprofit Practices Institute capacity building programs with non-profit sector.
- Create annual opportunities for nonprofit volunteers and staff networking.

General Administration and Management Duties

- Oversee Foundation office in Omak Washington.
- Manage part time office and grant support staff
- Work with Executive Director and Director of Community Philanthropy to identify potential new donors.
- Gain basic knowledge of CFNCW operations and donor objectives.
- Act as an ambassador for CFNCW with donors, nonprofit leaders, volunteers and general community.
- Maintain a high level of customer service and hospitality at all times.
- Performs other duties as assigned.

EXPERIENCE AND POSITION REQUIREMENTS

Qualifications and Experience

- Bachelor's degree in related field is preferred.
- Two or more years of applicable grant administration experience desirable.
- Experience with donor, scholarship and grant making software (Raisers Edge, Foundant, Sales Force, etc.) desirable.
- Advanced proficiency with Microsoft Office package (Outlook/Word/Excel/PowerPoint).
- Experience working with volunteers and the general public critical.
- Experience with foundations, nonprofits or private sector grants desirable.

Licenses and Certifications

- Valid Washington Driver's License and acceptable driving record. Must provide and verify own automobile insurance.

Knowledge, Skills, and Abilities

A fully skilled incumbent will be able to demonstrate the following:

- Demonstrated knowledge of and experience in Chelan, Douglas and Okanogan Counties and willingness to travel throughout the region required.
- Has competent understanding of community needs in the Foundation's service areas.
- Keen analytical skills.
- Excellent oral, written and interpersonal skills, with an ability to work with diverse people and groups in multicultural environments.
- Highly motivated with a strong work ethic.
- Ability to work independently, take initiative, manage time effectively, as well as being an effective team member.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Utilization of personal transportation for visits throughout region up to 50% of the time (IRS mileage rate reimbursement)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Extensive use of the computer; this position requires the incumbent must be able to remain in a stationary position more than 75% of their time
- Employee must see, talk, and hear
- Hands are regularly used to write, type, and keyboard.
- Frequent walking, standing is required
- Weights of up to 20 pounds occasionally lifted.
- The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

POSITION INFORMATION

Employment Type: Full Time, Non Exempt Hourly

Rate of Pay: \$35.00-40.00 per hour. Overtime eligible over 40 hours per week.

Location: On-site Omak WA, five days a week with extensive travel during certain periods of the year

Schedule: Full time Monday through Friday with occasional evenings and weekends as necessary

Benefits: Employee paid medical, paid vacation and sick leave, retirement match

HOW TO APPLY

Application contact: info@cfncw.org

Application instructions: Email resume and cover letter and three (3) references to info@cfncw.org.