



Grants Manager Position Description

October 2021

Aspen Community Foundation is in search of an experienced professional to join the ACF team as its Grants Manager.

The mission of Aspen Community Foundation is to build philanthropy and support nonprofit organizations by connecting donors to community needs, building permanent charitable funds, and bringing people together to solve community needs.

Founded in 1980, Aspen Community Foundation's efforts have an impact in communities in the Aspen to Parachute region, an 80-mile corridor along the Roaring Fork and Colorado River valleys. Through its broad perspective of the region, and depth and breadth of knowledge of community trends, issues, and needs, Aspen Community Foundation directs funding to where it is needed most.

Reporting to the Executive Director, the Grants Manager requires a deep belief in and commitment to the nonprofit work and professional culture of Aspen Community Foundation. The Grants Manager must be comfortable and competent in an emerging and adaptive environment, and able to provide a high level of service for the initiatives, projects, and goals of the Foundation. The Grants Manager must be knowledgeable on community issues, the services provided by our region's nonprofits, and the Foundation's operations and programs.

This is a full-time, hands on and detail-oriented position that has the responsibility for administering all grantmaking programs effectively and strategically, for understanding, serving, advising and engaging donors so they can achieve their philanthropic goals, and for supporting donor engagement in community issues through grants and special projects.

The Grants Manager must work well as a team member and be successful in establishing strong relationships with the Foundation's many constituencies - Board, donors, grantees, partners, staff, and the general public - in a manner that builds trust, commitment, and a shared mission.

Specific Duties and Responsibilities

Grantmaking

- Administer all grantmaking, including community grants, direct assistance, scholarship funds, field of interest funds, and others
- Develop and implement long-term goals and objectives to achieve the successful outcome of grantmaking
- Develop an annual budget and operating plan to support grantmaking
- Further develop grantmaking criteria and guidelines based on Foundation priorities
- Develop an evaluation framework to assess the strengths of ACF's grantmaking and to identify areas for improvement
- Manage data collection and analysis of grantmaking
- Manage data collection and analysis of local nonprofits, the nonprofit sector, and the national nonprofit landscape



- Manage grant application process using FIMS and IGAM tools and internal grantmaking process, including meetings with prospective grant applicants, proposal review and research, site visits, grants monitoring and reporting, collecting evaluation data and preparing progress reports for staff and Board
- Prepare and deliver presentations to Board, fund committees, donors, and staff on developments in grantmaking, the work of local nonprofits, and the nonprofit sector
- Work to increase the involvement of donors in supporting ACF grantmaking areas and increase donor awareness of community issues supported by data and information

General

- Serve as liaison to Donor Advisors as assigned by Executive Director
- Assist with special projects, events, and publications
- Assist with scheduling and hosting meetings, including Board and committee meetings, donor and nonprofit meetings
- Assist with maintaining database, special projects, events, and publications, and with all aspects of general office and administrative duties
- As a team member, take part in welcoming guests, handling and directing phone inquiries, attending to the mail, running errands, ensuring office tidiness and sufficient supplies, and coordinating, providing and setting up food for meetings
- Participate in relevant professional associations, seek and attend appropriate training, fulfill other related duties as assigned by Executive Director

Qualifications

- Professional demeanor that demonstrates interest in people, customer service, authentic relationships, and achieving greater than the expected good for the community
- Ability to interact comfortably with a wide variety of constituents and communicate appropriately and effectively in person, on the telephone and in writing
- High expectations of quality, attention to detail, and curiosity
- Ability to be a self-starter and highly motivated
- Strong ability to write clearly and effectively; comfort with feedback from colleagues is imperative
- Exceptional project management skills, with the ability to proactively solicit and deliver information and maintain deadlines
- Ability to coordinate several projects simultaneously within a strict time frame
- Strong ability to use computer and a variety of software including but not limited to FIMS, IGAM, Donor Central, Word, Excel, Power Point, and with an aptitude to learn new systems quickly
- Ability to work with confidential information such as contributions and other related communications
- Effective team member who values collaborative environments

Compensation and Benefits

- The salary range for this position starts at \$70,000; pay is dependent on skills and experience
- Benefit package including paid vacation, personal, sick and holidays, health and dental insurance, and matching 401k program

How to Apply

Please provide a letter of interest, resume and names and contact information of three professional references to Tamara Tormohlen, Executive Director, tamara@aspencommunityfoundation.org