



Grants Manager

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County in Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Children, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at pipertrust.org.

Position Summary

Under the direct supervision of the Director of Grants Management the Grants Manager is responsible for the Trust's grant tracking and administration. The Grants Manager assists with developing recommending, and implementing policies and procedures related to the grantmaking process, from initial inquiry to disposition and grant closing.

The Grants Manager also provides leadership for ensuring that comprehensive grantee information is captured in the grants management database and ensures that program staff have access to and the ability to utilize management reports from the grants management database. The Grants Manager also contributes to the effective policymaking and strategy setting to advance the Trust's mission.

Primary Responsibilities/Position Specifics

- Design (as needed), document, communicate, and implement grants administration policies and procedures, including online workflow.
- Set grantmaking procedures and related templates that are compliant with applicable laws, considerate of grant seekers and grantees, strategic, and best support the work of program, administrative, accounting, and communications staff.
- Work with the Director of Grants Management and staff to establish database protocols.
- Support the development of and execution of grants administration training for new staff.
- Maintain grantmaking policies and procedures and communicate updates to staff as appropriate.
- Provide ongoing guidance and training to program and administrative staff. Capture feedback on the needs of program, accounting, and administrative staff to ensure efficiency of the grantmaking process. Review all grant requests and materials for legal compliance and adherence to Trust policies.
- Maintain familiarity with IRS rules and regulations affecting the grantmaking process for private foundations and for grant seekers/grantees.
- Assist the Director of Grants Management in overseeing the compliance and preparation of the IRS schedule of expenditure responsibility payments.
- Assist with the annual audit.
- Maintain grants management software that follows the Trust's work processes and regulatory compliance; assure integrity of data.
- Refine framework and related policies for coding and database management.
- Work collaboratively with other Trust staff and departments to ensure that maximum utility of the database is achieved for various uses and users of the product.

- Prepare reports for internal and external use on a regular basis and as needed by management, staff, and Trustees.
- Work with program staff to create more useful and interactive reports and establish protocols to allow program staff to more easily extract and interpret data from the grants management system.
- Assist Director of Grants Management with overseeing the processing of all grant proposals, grant agreements, write-ups and close-outs. Evaluate proposal completeness and follow up with grantees as needed.
- Create and maintain appropriate templates for grant processes that require correspondence.
- Collaborate with the Executive Assistant to the CEO to facilitate the creation and distribution of the grants docket and other materials for all Board of Trustees meetings.
- Serve as the primary contact person for ineligible grant seekers.
- Maintain thorough knowledge of all funding priorities of the Trust's grantmaking programs.
- Prepare unsolicited inquiry declinations as appropriate.
- With oversight by the Director of Grants Management, and in coordination with the Trust's Finance group, prepare and process monthly grant payment directives, ensuring accuracy and compliance with internal policies.
- Prepare grantee payment letters.
- Create program and management budgets, periodic financial reports, and Form 990PF grant schedule attachments.
- Develop and maintain relationships with the broad philanthropic community to keep current on innovative approaches in grants administration in other foundations and nonprofit organizations.
- Perform other tasks as requested.

Requirements

- Bachelor's degree required; Master's degree preferred.
- 3+ years of increasing responsibility and experience in grantmaking administration.
- Knowledge of grantmaking administration processes. Familiarity with IRS rules and regulations preferred.
- Experience with grants management database systems, MicroEdge GIFTS preferred.
- Customer service oriented, with excellent verbal, written, and interpersonal communication skills.
- Ability to communicate technical, budgetary and program details to staff, grantees and applicants.
- Enthusiastic, proactive, creative, and a results-oriented problem-solver.
- Ability to work well within and contribute to a collaborative, "learning organization" environment as well as work independently.
- Group presentation skills. Ability to thoughtfully participate in meetings and discussions.
- High degree of integrity and sound judgment skills.
- Ability to plan and think strategically, set realistic goals and objectives, and balance multiple priorities.
- Contribute to building a positive and thriving team spirit.
- Possess the attributes of a servant leader.
- Share the values of Virginia G. Piper Charitable Trust in serving the community.

Employment

This is a full-time position in Phoenix, Arizona; this position is considered to be exempt for overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. All new employees shall observe a 90-day introductory period.

How to Apply

This position description for the Grants Manager is available online at: <http://pipertrust.org/about-us/employment-opportunities/>. To apply, email a cover letter, resume, and contact information for three professional references as a single Word or pdf document to: employment@pipertrust.org.