



JOB DESCRIPTION

Title: Grant Manager

Reports to: Executive Director

Type: Full-time (30 hours/week) Non-Exempt

Location: Charlotte, NC (Hybrid)

Overview

The Belk Foundation is a family foundation that invests in public education, specifically K-3 achievement and excellent teachers and leaders. It serves as the public expression of gratitude and commitment shown by the family that created the Belk department store organization. The Foundation awards grants in Charlotte and also considers select state-level initiatives in North Carolina.

Position Summary

The role of the Grant Manager is to provide the highest level of executive and program support to the Executive Director and Board Chair in support of achieving the Foundation's goals. The Grant Manager will report to the Executive Director and should be experienced in managing a broad range of grant management, program, and executive related tasks. The Grant Manager will also build public awareness of the mission and grantees of the Foundation through multiple communication channels, while also supporting the Foundation's grant application process. This person must be exceedingly well organized, flexible and enjoy the challenges of an active, mission-focused, lean organization.

The position is 30% Programmatic, 30% Administrative, 30% Communications Support and 10% Other Duties. Major Responsibilities/Essential Functions include:

1. Support the Foundation's goals by managing all aspects of the grant process, including but not limited to administering grant applications, reviewing applications, facilitating the evaluation process, managing the online grants system, and conducting grant process reviews to increase efficiency and value for applicants and the selection committee.
2. Manage the Grantee Connect program, which matches Board members with select grantee partners to further deepen their engagement and build opportunities for the Board to better understand and support partner organizations and their mission.
3. Support the development and implementation of a strategic communications plan that articulates the Foundation's core values and strategies, highlights grantees and their work, and shares what we are learning with relevant audiences.
4. Support the writing and distribution of the Foundation's Annual Report that highlights the Foundation's strategic issues, work, and grantee partners.
5. Manage the Foundation's website and social media accounts within the brand standards and communication/marketing plan of the Foundation to enhance the Foundation's presence on social media and raise awareness for outreach within the community.
6. Assist the Executive Director and Board Chair with public speaking and public engagements by drafting speaking notes and preparing visual presentations, as requested.
7. Serve as the Foundation's front-line contact to the public in all forms of communication (telephone, mail, internet, and e-mail), in a welcoming customer-service orientated manner.

8. Coordinate all Board and Grantee meetings, this includes preparing materials, communicating with attendees, creating reports, as well as logistical planning related to facilities, catering, speaker coordination and A/V set up.
9. Draft minutes of Board and committee meetings for review and maintain all Board records.
10. Oversee general logistics and coordination of office space; order and maintain office supplies; serve as primary contact with the office management company and the bookkeeper.
11. Manage calendar and travel arrangements for Executive Director and Board Chair to support the Foundation's priorities.

Job Requirements and Qualifications

Behavioral and Personal Traits:

- Highest expectations for personal and organizational standards and achievement.
- Excellent interpersonal skills with coworkers, Board, and grant seekers/recipients.
- Exceptional organizational and multi-tasking skills; Attention to detail is essential.
- Strong sense of self-confidence, self-awareness, and keen judgment when facing multi-faceted issues.
- A calm and caring personal style, along with the ability to function as a unifying force who functions well in a small staff environment.
- Work proactively with the ability to prioritize responsibilities in a fast-moving and rapidly changing environment; Manage interruptions graciously and effectively.
- Self-starter and independent work style with the ability to partner and collaborate with the Executive Director, other team members, and consultants.
- Understanding of the importance and commitment to practicing confidentiality.
- Genuine curiosity and interest in the mission of the Foundation and its grantees; commitment to continuous learning.

Management Practices & Business Applications:

- Superior written and verbal communication skills.
- Strong initiative and problem-solving skills.
- High degree of detail-orientation and precision.
- Self-starter who manages their own time and understands the priorities of the work.

Position Requirements:

- Bachelor's degree required.
- 2+ years of work experience in the nonprofit, philanthropic, and/or education sectors.
- High proficiency in Microsoft Office, experience with database management and strong internet research skills.

Work Environment:

This job is a hybrid position that provides the flexibility for staff to work in person for part of the week and the option to work remotely on other days. Our offices are located in the Southpark area of Charlotte, NC.

Travel:

This position requires moderate local travel to meetings and grantee site visits. Occasional out-of-town travel is required for conferences and bi-annual out-of-town Board meetings.

Compensation and Benefits

Pay Rate is \$35/hour.

Starting salary is \$54,600 for 30 hours/week.

Benefits include a healthcare stipend; retirement match; sick, holiday and vacation pay; parental leave; and professional development opportunities.

To apply, please submit your resume and a cover letter to info@belkfoundation.org. We encourage applicants that represent the diversity of the Charlotte area and North Carolina.

Please visit [The Belk Foundation](https://www.belkfoundation.org) to learn more about our mission and strategic priorities.