



The Community Foundation of Muncie and Delaware County, Inc. encourages philanthropy, assists donors in building an enduring source of charitable assets, and exercises leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County.

Position Title – Program and Nonprofit Relations Manager

Employed by: The Board of Directors of The Community Foundation of Muncie and Delaware County

Responsible to: Chief Community Partner for Program and Nonprofit Relations

Status: Full-time; Exempt

Purpose of Position: To serve as the administrative manager of grant and scholarship programs of the Foundation. This position provides a wide range of administrative, technical, and logistical support as an integral member of the Foundation's program and nonprofit relations team.

Principal Responsibilities:

1. Serve as primary manager for grant and scholarship requests, including accepting and reviewing applications, researching, providing technical support, developing reporting, creating letters, and other administration needed to move requests through the process.
2. Coordinate and administer fund disbursements, including entering grants, requesting payments, sending notifications, managing files, obtaining required follow up information and other administrative support to assure grantmaking is executed in accordance with the Foundation grantmaking models, policies, and procedures.
3. Serve as support to school counselors through meeting preparation and regular communication regarding applications in process.
4. Assist staff with grant and scholarship committees including preparing orientation and education materials, meeting materials, attending committee meetings to provide technical support. Serve on internal staff committees as assigned.
5. Maintain databases related to grants and scholarships. Create and update applications, reports, templates, and other forms. Serve as software support liaison. Actively participate in online software collaboration communities.
6. Manage the income distribution process for designated funds.
7. Identify and suggest process improvements for grants and scholarships administration.
8. Perform other duties as assigned by supervisor maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
9. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
10. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

Requirements Include:Knowledge

Minimum:

- Bachelor's degree in appropriate field of study
- Experience working in a team environment
- Experience managing procedures and executing administrative processes
- Experience working with databases and creating and sharing appropriate reporting
- Working knowledge of Microsoft Office products, especially Outlook, Word, Teams, OneNote, and Excel. *Must be advanced in Microsoft Excel specifically.*
- Experience creating reports and analyzing data

Preferred:

- Experience with grants and/or scholarship administration
- Experience with process improvement
- Experience working with nonprofits or students
- Experience working with volunteers or volunteer committees
- Knowledge of the concept of charitable endowment
- Knowledge of software including Asana and Foundant Technologies: Community Suite, Grant Lifecycle Manager, and Scholarship Lifecycle Manager

Skills and attributes

- Excellent organizational skills and ability to shift focus quickly
- Strong verbal, written, and interpersonal communication skills
- High level of attention to detail
- Shows initiative and interest in analysis and process improvement
- Self-motivated and desire for continued learning
- Proficient knowledge of technology and database management systems
- Ability to effectively work independently and as a team member
- Record of integrity and dependability
- Professional demeanor
- Understand and maintain confidentiality
- Interest in improving the quality of life in Delaware County

Salary and Benefits:

- Compensation commensurate with salary standards reviewed for foundations in the state of Indiana and work experience in the range of \$40,000 - \$42,000. Raise possibility occurs after standard annual performance review periods.
- Group medical, dental, vision, and life insurance upon date of hire (no waiting period)
- Unreimbursed medical and dependent day care flexible spending accounts upon date of hire (no waiting period)
- Long-Term Disability available after 90 days
- 403(b) offered upon date of hire with 8% employer contribution after one year and one month of service
- Paid time off including holidays (9) and floating holidays (3), community service (2), sick and vacation (amounts vary depending on days/months of service)

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.