

# **OTTUMWA REGIONAL LEGACY FOUNDATION**

## **Job Description** ***Grants Program Manager***

### **About Us**

The Ottumwa Regional Legacy Foundation is committed to improving the health, education and vitality of the Ottumwa area by serving as a catalyst for positive change. The Foundation works diligently within the strategic areas of: jobs, education, leadership, revitalization, infrastructure and housing. Additionally, the Foundation manages a robust competitive grant program as well as a health career scholarship program.

### **Organizational Information**

The Foundation is staffed with a small but highly effective professional team. The Foundation Board consists of 11 actively engaged and committed leadership volunteers from the Ottumwa area. The Foundation is community oriented, engaging residents and local partners in the realization of its mission. It is a financially strong and carefully managed organization. The Ottumwa Regional Legacy Foundation offers enormous potential for creative input, learning and growth for the right candidate.

### **Position Information**

The Ottumwa Regional Legacy Foundation seeks a highly motivated, detail-oriented individual with strong interpersonal skills to join the Grants Program team. The **Grants Program Manager** is a full-time position and is an integral member of the Foundation team charged with managing the grants administrative process as well as supporting the Ottumwa Regional Legacy Foundation scholarship program. The Grants Program Manager has primary responsibility for coordinating, tracking and reporting on all aspects of the grant-making process.

### **Essential Responsibilities:**

- Serves as administrator for the online grant and scholarship management system ensuring integrity of data in the system and recommending process enhancements as needed, maintaining relationships with vendors and coordinating acquisition of new technology needs;
- Performs customer service functions regarding grant-making process by providing technical assistance to applicants, responding to inquiries and providing report and grant histories as requested;
- Conducts due diligence reviews of submitted applications for completeness and adherence to legal requirements, managing communication with grantees and scholarship applicants regarding missing application items, budget issues, etc. as well as answering questions about the application/grant-making process;
- Assures compliance with IRS and foundation-specific regulations for all grants;
- Creates and maintains hard-copy grant files that meet legal, auditing, and Foundation requirements;
- Coordinates grant and scholarship committee functions including; maintaining roster, creating member manuals, scheduling meetings, sending reminders and drafting minutes, reports for action and additional follow-up from the respective meetings;

- Assists in developing grants promotional materials and website content and maintains up-to-date and accurate information on the grant-making program sections of the Foundation's website;
- Monitors and processes all grant declination and grant award documents, check requests, ensures timely completion and submission of grant documents and post-funding reporting requirements;
- Assists in other support staff duties serving as a back-up for the Foundation Administrative Assistant when needed;
- And, handles other duties and special projects as assigned.

### **Required Competencies and Skills:**

- Three years administrative experience is required, preferably in a non-profit, philanthropic or related field
- Familiarity with proposal writing, grant-making cycles, grants management best practices and knowledge of the nonprofit community of Wapello County desired
- Microsoft Office proficient, additional familiarity with WordPress web-based programs or cloud based programs a plus
- High attention to protocol and detail with exceptional follow through skills
- Proactive, with a strong ability to take initiative, multitask and meet deadlines
- Well-developed set of organizational, analytical, and problem-solving skills
- Ability to work as a team member and independently in a changing environment: be flexible, reliable, and self-motivated
- Ability to handle confidential and sensitive information and documents
- Present a professional appearance, have a highly-developed sense of business and work ethics, confidence, courtesy, and cultural competency
- Bachelor level preferred

### **Reports to: VP of Programs and Initiatives**