

# S. MARK TAPER FOUNDATION

POSITION DESCRIPTION	
<b>POSITION TITLE:</b>	<b>Grants Manager</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>FLSA:</b>	<b>Full-time, Non-Exempt</b>
<b>Salary Range:</b>	<b>\$70,000 - \$90,000</b>
<p><b>ABOUT THE S. MARK TAPER FOUNDATION</b></p> <p>The S. Mark Taper Foundation is a responsive grantmaker funding nonprofit organizations addressing arts, education, health, social services, and environmental issues. The Foundation has one grant cycle per year, and provides general operating support, program support, and grants to capital projects.</p> <p><b>SUMMARY</b></p> <p>The Grants Manager is responsible for managing all components of the grant application process, including: implementing changes to the Letter of Inquiry and to the Application in the cloud-based grants management system, SmartSimple; maintaining data integrity; overseeing the reporting process; generating grant agreement drafts; and preparing reports/documents for the Board of Directors. The Grants Manager ensures adherence to grants management processes, looks for areas of improvement, and provides general administrative support for office staff. The Grants Manager is an integral member of the Foundation team, and reports to the Executive Director.</p> <p><b>POSITION DESCRIPTION</b></p> <p><b>GRANTS MANAGEMENT FUNCTIONS</b></p> <ul style="list-style-type: none"><li>• Responsible for overseeing and administering all aspects of the grants management process in a timely and effective manner</li><li>• Maintains and updates online grants management system, SmartSimple, including data entry and oversight to ensure exemplary standard of data integrity and accuracy</li><li>• Provides high-quality, prompt, responsive, and courteous technical assistance and support regarding the Letter of Inquiry (LOI), Application, and grants portal to applicants and grantees by phone and email</li><li>• Processes all LOIs and Applications submitted through SmartSimple and conducts outreach and research as needed to ensure all information is complete and accurate</li><li>• Conducts initial due diligence on submitted LOIs</li><li>• Develops new versions of LOIs, Applications, reports, and system-generated emails and is responsible for testing all aspects of the grants portal to ensure that workflows are functioning properly</li><li>• Oversees all aspects of the grant reporting process including assigning reports to grantees in SmartSimple, tracking report submissions, and responding to all reporting inquiries</li><li>• In collaboration with the Executive Director, tracks all capital grant contingencies</li><li>• Maintains Microsoft Word merge templates for all legal agreements and generates agreements through SmartSimple for review</li><li>• Coordinates the e-signature process of legal agreements with various parties through Adobe Sign and uploads fully executed documents to SmartSimple</li><li>• Reviews program guidelines and grant processes on an annual basis to make improvements and increase efficiencies</li><li>• Synthesizes data to create grant-related searches, lists, reports, infographics and summaries for the Foundation's leadership team and Board of Directors to support programmatic, financial and operational decision making</li><li>• Conducts and analyzes surveys for the LOI/Application process</li><li>• Participates in SmartSimple trainings/workshops and works closely with the SmartSimple support team on system enhancements in a diligent and timely manner</li></ul>	

- Engages in the LOI and application review process and contributes to program team discussions
- Digitizes and manages historical grant files
- Updates the Foundation's website with information for the current grant cycle on an annual basis
- Provides SmartSimple training and technical assistance to Foundation staff and Board members, as needed
- Participates in professional development opportunities, such as trainings, meetings, and workshops offered through Southern California Grantmakers (SCG) and PEAK Grantmaking

#### **ADMINISTRATIVE SUPPORT FUNCTIONS**

- Serves as an initial point of public contact for the Foundation: greets and welcomes visitors to the office; answers, screens and directs telephone calls; responds to email inquiries; and coordinates conference calls and meetings with internal and external participants, as needed
- Provides administrative support for office staff: processes mail; composes, proofreads and corrects documents with a high level of accuracy; and prepares written materials for internal and external audiences
- Liaises with board members and coordinates Foundation-wide meetings
- Carries out other duties, as assigned

#### **KNOWLEDGE & SKILLS**

The successful candidate for the position will have excellent database management and analytical skills, a strong desire to work with and support the Foundation and its grantees, and a knowledge of the nonprofit sector in Southern California. The Foundation seeks an experienced professional with the following qualifications:

- Experience managing databases or grants management software, preferably SmartSimple
- Demonstrated ability to quickly learn new software programs and databases
- Experience using Adobe Sign or another e-signature program preferred
- Exceptional attention to detail and commitment to maintaining high level of data quality and accuracy
- Proficiency in using the Microsoft Office Suite, PC and Mac
- Strong written and verbal communication skills
- Ability to take initiative, problem solve, and exercise good judgment
- Curiosity and willingness to seek new information and look for innovative approaches to existing processes
- Ability to prioritize work, manage time effectively, and meet deadlines in a multitasking environment
- Ability to work independently, when appropriate
- Strong interpersonal skills and an ability to develop and maintain productive work relationships
- Ability to interact with all persons, inside and outside the Foundation, in a professional, courteous, and tactful manner
- Ability to discern and handle sensitive matters with discretion, confidentiality, and tact
- Deep understanding of the vision, mission, and values established by the Board of Directors
- Professional demeanor, dependability, and integrity
- Flexibility and comfort with a certain level of ambiguity
- Ability to accept feedback as a means to professional growth

#### **EDUCATION & EXPERIENCE**

- Bachelor's degree or equivalent education and experience
- Minimum of 1-2 years of relevant work experience that demonstrates a commitment to philanthropy, grants management, or nonprofit organizations

#### **PHYSICAL REQUIREMENTS**

- Work at a desk and computer for a full workday, and up to 2 to 3 hours at a time
- Lift and move documents and supplies up to 25 pounds
- Bend to file or retrieve documents
- Communicate effectively in speech and in writing
- Read and understand complex written documents and written and verbal communications

- Occasionally work extended hours (early and late), and weekends

**EQUAL EMPLOYMENT OPPORTUNITY**

The Foundation is committed to equal employment opportunity for all employees and applicants. In accordance with applicable laws, discrimination and harassment are prohibited on the basis of sex, gender, pregnancy, reproductive health decision-making, gender identity or expression, sexual orientation, race, color, religion, creed, national origin, ancestry, age, marital status, military or veteran status, physical or mental disability, medical condition, genetic information, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, leaves of absence, compensation and training. Reasonable accommodations are provided in accordance with applicable law.

**APPLICANTS WITH DISABILITIES**

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of any special needs at the time of application.

**COMPENSATION & BENEFITS**

Salary commensurate with qualifications and experience, plus benefits including 100% employer-covered medical insurance. This is a full-time, 5 day per week, non-exempt position located in Brentwood (West Los Angeles), California. Currently, Foundation employees work three days in the office and have the option to work two days from home.

**TO APPLY**

Send resume and cover letter by email with the subject line "Grants Manager Position" to Adrienne Wittenberg, Executive Director at: [foundationgrantsmanager@gmail.com](mailto:foundationgrantsmanager@gmail.com) Please no phone calls to the Foundation.