

MARRIOTT INTERNATIONAL, INC.
POSITION DESCRIPTION
THE J. WILLARD AND ALICE S. MARRIOTT FOUNDATION
PROGRAM MANAGER

Business Context

The J. Willard and Alice S. Marriott Foundation is a private family foundation established in 1965 with the purpose of giving back to the community. The Marriott Foundation is dedicated to helping youth secure a promising future, especially through education on the secondary and higher education levels, mentoring and youth leadership programs. Equally important are organizations that help provide relief from hunger and disasters; support people with disabilities; and create gainful employment opportunities for vulnerable youth and adults. Foundation staff are employed by Marriott International, Inc (MI) and their employment is governed by the standard employment and compensation policies and guidelines of Marriott International.

Position Summary

The Program Manager will provide grant-making, program and operations support for The J. Willard and Alice S. Marriott Foundation and reports to the Executive Director of the Foundation. The successful candidate brings to the position extensive experience with proposal review, program and grants management, demonstrated management abilities, and understanding of the laws governing private foundations. This position offers the opportunity to participate in a broad range of foundation operations as part of a professional, team-oriented small office.

Overview of Responsibilities

Program Related:

The Program Manager will play a strategic and hands-on role in managing a select portfolio of the Foundation's international, national and/or local grants. In cooperation with the Executive Director, as appropriate. The Program Manager undertakes initial screening of potential grantees; conducts review and analysis of assigned proposals; arranges and attends meetings with current and prospective grantees; conducts site visits; prepares docket materials; manages and monitors active grants; and prepares post-grant assessments.

In addition, the Program Manager will be involved in non-grant-making activities such as program development and strategic planning. Other duties include:

- Assist the Executive Director in examining, developing, implementing, documenting, and communicating the goals, priorities, and strategies of the foundation.
- Serve as a liaison between the foundation and grant seekers.
- Review and assess letters of intent and grant proposals.
- Research applicant organizations, compile information specific to grant proposals, collect background information.
- Research and investigate nonprofits based on priorities of the Foundation.
- Participate in internal team review of grant applications.
- Prepare and present written proposal summaries, analyses, and recommendations for the Executive Director and the Board of Trustees.
- Oversee the development and preparation of grant docket materials.
- Participate in the development and implementation of an evaluation program for grants.

Grants Management:

In addition to program responsibilities, the Program Manager will be expected to lead grants management activities for a specific portfolio of complex grants. These activities include:

- Manage communication with grant applicants and grantees, organize and maintain grantee and applicant records, perform due diligence checks on grant applicants and ensure that grantee files contain all required information and are periodically updated.
- After receipt of grant applications and/or proposals, perform preliminary review to determine compliance with Foundation guidelines, tax status, and prior history of funding.
- Investigates, evaluates, makes recommendations, and provides follow-up on assigned grant requests. Financial data, sources of funding, organization goals and plans are analyzed to evaluate the relative merit of grant proposals.
- Prepare a concise summary of proposal requests and history of prior contributions for inclusion in Board package and provide support as necessary at Board meetings.

Operations:

- Assist in the development of database enhancements to improve the effectiveness and efficiency of the grant-making and reporting process.
- Review and remain current about emerging and critical trends and best practices in grants management, technology support and philanthropy and adopt the most effective practices for the foundation's programs.
- Participates in development of communication materials and web site maintenance.
- Identifies and undertakes professional development and training.
- Perform special studies/projects as requested by the Executive Director.

Qualifications and Skills:

- Four-year college (i.e., bachelor's degree) preferred
- Minimum 5-7 years of grant-making and/or program management experience, preferably in a nonprofit or philanthropic foundation setting.
- Knowledge of best practices, and legal, accounting, and regulatory requirements for grant-making; understanding of IRS regulations regarding private foundations.
- Ability to thrive in a fast-paced, small team environment and in a hands-on position.
- Strong judgment, analytic reasoning, critical thinking, and problem-solving skills and ability to multi-task.
- Strong written and verbal communication skills.
- Track record of successfully developing and managing relationships.
- Ability to work well under pressure and adapt to continually changing workload priorities.
- Demonstrated reliability, attention to detail, and accuracy of information.
- Discrete and professional demeanor.
- Strong computer skills with proficiency in Word, Excel, PowerPoint, grants management database.