

MARRIOTT INTERNATIONAL, INC.
POSITION DESCRIPTION
THE J. WILLARD AND ALICE S. MARRIOTT FOUNDATION
Foundation Coordinator

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 Foundation Coordinator provides grantmaking and operations support for The J. Willard and Alice S. Marriott Foundation and reports to the Director of Finance & Administration. The Foundation Coordinator assists in the implementation of operational systems while also working closely with the Grants Manager. The successful candidate brings to the position a love of organization and the ability to ensure the efficient and timely flow of information and communications between the Foundation staff, its grantees and the general public. This position offers the opportunity to participate in a broad range of foundation operations as part of a professional, team-oriented small office.

Specific Duties

Grant-related responsibilities (70% time)

The Marriott Foundation accepts grant proposals from nonprofit organizations on an ongoing basis. In cooperation with the Director of Finance & Administration and Grants Manager, the Grants Associate will be expected to:

1. Facilitate the Foundation's grantmaking process:

- Respond to unsolicited inquiries to the Foundation, maintain mail log, and draft decline letters and other correspondence on behalf of the Executive Director or Program Managers.
- Respond to questions from grantees and potential grantees regarding online applications and reports.
- Support Foundation discretionary grants and timely communications with trustees
- Provide support to the Grants Manager and Vice President of Finance & Administration on streamlining grants operations and reporting, as needed

2. Manage portfolio of galas and events:

The Foundation supports a portfolio of gala and event related grants totaling approximately \$1 million per year. The Foundation Coordinator will be asked to:

- Annually prepare budget for trustee approval of gala and event related requests.
- Receive and process all requests for support of galas and events on a timely basis, including grant-related contracts and payments.
- Manage all related requirements of gala and event related grants, including meeting print and other deadlines, creating program ads for Foundation supported events without oversight, and managing Foundation staff and trustee involvement in nonprofit galas, when necessary.

3. Coordinate preparation for board meetings:

The Foundation's board of trustees meets two times a year to review grant proposals. The Foundation Coordinator will be asked to:

- Print and compile board book materials, in coordination with Foundation staff.

- Manage process for collecting and writing up last minute proposals for the meeting.
- Compile and distribute all materials to trustees and guests in advance of and at the meeting.
- Arrange logistics of meetings, including scheduling participation of trustees.
- Prepare the board room before and after meetings.
- Take notes at trustee meetings and prepare draft of minutes.
- Coordinate completion of follow-up tasks from the board meetings.

Administrative responsibilities (25% time)

The Foundation Coordinator will work closely with the Vice President of Finance & Administration to ensure the overall efficient operations of the Foundation.

In addition, the Foundation Coordinator may be asked to fill in for the Assistant to the Executive Director to ensure coverage of the Foundation’s administrative needs. These duties include filling in for the Executive Assistant in his/her absence, answering phones, greeting guests, providing logistical support for client meetings, including serving coffee/refreshments, photocopying, and other tasks as necessary.

Communications responsibilities (5% time)

Responsible for ensuring website security updates are performed monthly by vendor. Update website content including updating grantee stories and photos at least twice per year.

Qualifications and Skills:

- Four-year College (i.e. bachelor’s degree) preferred.
- Minimum 2 years work experience, preferably in a nonprofit environment.
- Self-starter, able to work independently, and proven success at multi-tasking.
- Strong writing/editing and verbal communication skills.
- Ability to work well under pressure and meet deadlines.
- Strong organizational skills, attention to detail, and accuracy of information.
- High level of professionalism, and experience interacting with high level executives.
- Ability to maintain confidentiality of information and documents.
- Proficiency with Microsoft Office products, familiarity with Drupal and FLUXX grants management database.