

GRANTS MANAGER

Based in Buffalo Grove, IL, the **Grants Manager** provides support to the **Foundation Director** in coordinating grantmaking for four unique family foundations with diverse interest areas, such as medical research, disaster relief, human services, arts and culture, education, and social and environmental justice .

Responsibilities include: working with the Foundation Director to design and implement grantmaking operations; ensuring grantees' compliance with grant terms and conditions; ensuring integrity of the grants management database; and fulfilling the information needs of the foundations' various stakeholders such as clients and grantees.

The **Grants Manager** must be a highly organized, adaptable, detail oriented, multi-tasking, self-starter; with excellent written, verbal and interpersonal skills and discreet in handling confidential matters. The individual must possess 5+ years of non-profit experience, preferably including grantmaking, and implementing workflow processes and procedures.

RESPONSIBILITIES include but are not limited to:

- Grants management:
 - Manage the board book production process.
 - Oversee the due diligence process and documentation in compliance with IRS and foundation-specific regulations for all grantees, including those outside of the U.S.
 - Communicate with grant applicants on the process of proposal and report submissions, answer routine inquiries from grant seekers/grantees.
 - Track and monitor grants; ensure all pre- and post-grant requirements are met; create and monitor payment and reporting schedules via monthly reports.
 - Draft grant award letters, contracts and other correspondence.
 - Generate reports, analyses and data visualizations on grants.
 - Recommend policies and/or procedures for special types of grants.

- Information management:
 - Ensure accuracy and completeness of grants data and files, including board decisions, activities, grant agreements, contact information, coding and other data in the database; Oversee Administrative and Grants Assistant with regard to grants data.
 - Establish, maintain, and document procedures to ensure and improve workflow, efficiency, and grants data accuracy.
 - Produce grant reports and analyses to inform the Foundation Director and Boards.
 - Coordinate and update information on foundation website(s).
 - Serve as Administrator of the grants database for all foundations, including training staff and acting as primary contact to vendor.
 - Design, maintain and update all grantmaking forms, including correspondence and reporting templates and online grant applications.
 - With support from the Administrative and Grants Assistant, handle select foundation related administrative matters such as coordinating meetings, transcribing and distributing meeting minutes.

- Program management:
 - Serve as program officer to a select portion of grant applicants and grantees as assigned.

- Conduct research on various organizations and topics of interest to the foundations, report on findings through written summaries.
- Manage logistics of medical research grantmaking in conjunction with outside consultants.

QUALIFICATIONS

- Bachelor's Degree or higher required.
- 5 plus years of experience in the non-profit sector, preferably grant administration. Experience with medical research grantmaking is a plus.
- Proficiency in grants management software (e.g. Blackbaud Grantmaking) or other complex database information systems.
- Highly organized, detail oriented, self-starter, with a passion for data management, customer service, and the missions of the foundations.
- Proven project management, database, reporting and analytical abilities.
- Proficiency in Excel and basic understanding of non-profit budgets.
- Excellent written, verbal, research and interpersonal skills; Sound judgment.
- A team player; proactive, independent thinker with a flexible/adaptable approach.

CONTACT: Interested applicants send resume and cover letter, including salary requirements, to: HRDept@benida.com.

EEO STATEMENT & DISCLAIMER

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.