

GEORGE FAMILY FOUNDATION JOB POSTING

ASSOCIATE GRANTS AND ADMINISTRATIVE MANAGER

THE ORGANIZATION

Penny and Bill George created the [George Family Foundation](https://www.georgefamilyfoundation.org) in 1994 in order to give back to the community that supported their personal and financial success. The Foundation's mission is to **"foster wholeness in mind, body, spirit, and community by developing authentic leaders and supporting transformative programs serving the common good."**

The Foundation's giving is organized into six major focus areas: Whole-Person Health & Wellbeing; Authentic Leadership; Community; Environment; Spirituality & Mindfulness; and Youth Development.

In 2019, the Foundation celebrated its 25th anniversary and published a timeline of benchmark activities and grantmaking in its annual report. The Foundation's annual reports (including 2019) are available at: <https://www.georgefamilyfoundation.org/resources/annual-reports>.

The Foundation grants approximately \$4.8 million per year to nonprofits in Minnesota, Texas, California, and nationally.

THE TEAM

This is a newly created position at the George Family Foundation. In August 2021, the Foundation hired Sean Malone to succeed long-time President Gayle Ober after her retirement. After a period of onboarding/overlap for the remainder of 2021, Sean took over as the new/sole President at the beginning of 2022. The Associate Grants and Administrative Manager will be the fourth person on an intentionally small and collaborative staff team serving the Foundation and its mission – joining Program Officer Stephen Manuszak (three years on staff) and Grants and Administrative Manager Robin Barker (13 years on staff).

THE OPPORTUNITY

The position works primarily onsite at the Foundation offices, at 1818 Oliver Ave S in Minneapolis, and also includes options for flexible, remote work. We are being especially flexible and responsive to team member needs in light of COVID. The physical offices require team members to be able to traverse stairs. All team members must be fully vaccinated against COVID-19, including a booster. Indoor masking policies at the office follow changing State and City guidance and circumstances.

The George Family Foundation is committed to ensuring a welcoming and inclusive work environment. People of color, indigenous people, veterans, and people with disabilities are encouraged to apply for this and all positions.

THE ROLE

The Associate Grants and Administrative Manager will report directly to the Foundation President and will play an active role in the full scope of Foundation activities, working collaboratively with all Foundation team members. Responsibilities will include:

Grants Management (30%)

Support the Foundation's grantmaking endeavors, including grantee relations, the application process, the evaluation process, internal systems and records, preparation of materials for board and committee meetings, and special projects as needed.

Communications (20%)

In close partnership with the President, lead management and execution of the Foundation's communications efforts, including website updates (especially a growing focus on shining a spotlight on the work and accomplishments of grantee-partners), project management for the Foundation's Annual Report, and coordination with the Foundation's external public relations firm.

Meeting and Calendar Management (20%)

Lead the work to manage and coordinate the President's and Program Officer's meetings with grantees and other key collaborators (via Zoom, phone, and in-person) – effectively aligning the calendars and availability of multiple stakeholders. When needed, arrange business travel and prepare travel itineraries.

General Administrative Support (30%)

Support the overall work of the Foundation through proactive administrative and logistical support and by serving as first point of contact for incoming calls and inquiries.

CANDIDATE PROFILE

The ideal candidate for the Associate Grants and Administrative Manager is a high-energy, low-ego, fun, and intelligent professional with a sincere passion for philanthropy and nonprofits.

This job is for you if you...

- Feel a strong connection to the mission of the George Family Foundation.
- Thrive in a multi-faceted role in a collaborative environment.
- Embrace responsibility and are service oriented and self-motivated – excited by the opportunity to support the success of the staff team, the board, and the mission.
- Have excellent organizational skills and attention to detail.
- Have intellectual curiosity and learn quickly.
- Have an engaging manner.
- Enjoy cultivating meaningful professional relationships with varied constituencies.
- Are a person of integrity, graciousness, and discretion.

DESIRED QUALIFICATIONS

- High computer literacy is essential, including proficiency in Office and other professional software. Direct experience with database/CRM software and website content management software preferred.
- Demonstrated talent for logistical coordination and project management is required. Direct experiencing managing other people's calendars and coordinating board and staff meetings preferred.
- Demonstrated ability to develop and implement ways to make a team's work more effective and efficient is strongly preferred.
- Demonstrated ability to meet deadlines and juggle multiple projects is strongly preferred.
- Experience in communications and strong writing skills preferred.
- Direct experience with nonprofits or philanthropy preferred.

COMPENSATION AND BENEFITS

The salary range for this full-time position is \$55,000 – \$68,000, based on experience. The Foundation also offers a generous benefits package, including health insurance, vacation, and retirement benefits.

APPLICATION PROCESS

Please send a resume and a cover email/letter addressing these two questions:

- Given your professional and personal goals, why are you interested in working with us right now?
- Based on this job posting, how do you see yourself adding value to this role and the Foundation?

Please send materials to Robin Barker at robin@georgefamilyfoundation.org, using "GFF Team Member" as the subject line.

We are accepting applications starting immediately and will continue to do so until the position is successfully filled.