

# J. J. Keller Foundation, Inc.

## **Grants Manager – J. J. Keller Foundation (part-time, 60%)**

For 30 years the J. J. Keller Foundation (JJKF) has supported the most vulnerable people in the Greater Fox Valley Region (Oshkosh to Green Bay). JJKF strives to eliminate the causes and consequences of poverty by supporting the programs and organizations working closest to the needs in our communities. Through grants, training and development, and convening critical partners, JJKF gives voice to populations who are neglected to design and test solutions, eliminate barriers and inefficiencies in the systems. To date, JJKF has awarded over \$70 million in grants throughout Northeast Wisconsin.

JJKF exemplifies the grit and generosity of our founders, Jack & Ethel Keller. The foundation is a private, family foundation founded on the recognition that “there is a Calcutta in your own back yard.” JJKF operates with a passion for making a difference. An early partner in the formation of the Basic Needs Giving Partnership to exemplify collaboration and embrace risk-taking alongside nonprofit and funding partners; founder of SILE (Social Innovation Leadership Experience); catalyst for the formation of collaborative organizations such as Catalpa; convener of key partners to create efficient solutions to address critical needs, such as the centralized distribution of free PPE for nonprofit organizations during Covid – the J. J. Keller Foundation is a leader in innovation and collaboration in the social sector. For more information, please visit the Foundation’s website at [www.jjkellerfoundation.org](http://www.jjkellerfoundation.org)

### **Position Overview**

As a key partner to the Executive Director, the Grants Manager is responsible for the management of the foundation grant portfolio, working closely with colleagues to provide effective and collaborative due diligence and oversight of grantmaking. The ideal candidate builds relationships with grantees, gets excited about creating efficient processes, and is eager to advance the foundation into the next chapter. This is an exciting opportunity to guide a well-established and influential family foundation and make a difference in our community. The Grants Manager exercises excellent judgement as a steward to the Keller family, community partners and board; creates and nurtures relationships through collaboration, service, and candor. This position is a hybrid position, partially remote and partially onsite in Neenah, Wisconsin

### **Key Responsibilities:**

#### *Grant Management*

- Lead grant making, management, and program evaluation process for giving portfolio
  - Screen and recommend grants for funding, prepare funding documents, conduct site visits and manage and monitor grant portfolio
  - Manage the full grantmaking cycle including reviewing applications, completing due diligence, preparing materials for committee and board review, preparing and coordinating related correspondence, and processing grant reports.
  - Incorporate assessment components into program efforts to measure progress and impact.
- Provide high level technical assistance for grantees, including consultation on model development, partnership negotiations, leadership capacity building, coaching, etc.
- Participate in funder collaboratives and key initiatives of the foundation such as the Basic Needs Giving Partnership
- Ensure effective tracking and reporting of grants using Brommelkamp AkoyaGo grants management system.
- Engage with the Executive Director as a thought partner to improve the experience for staff, grantees, partners, and board members
- Lead or participate in projects to help clarify, streamline and document grant-related policies and procedures
- Coordinate and participate in special events or projects as needed or requested.

### *Communications and Community Engagement*

- Be the point of contact for questions regarding grantmaking processes and procedures
- Elevate stories of impact through communication channels including our website and social media. Support foundation communications with articles, social media features and the annual report to highlight foundation impact and grantmaking stories
- Participate in community related events relevant to the foundation mission to assess foundation role and support grantees by leveraging the J. J. Keller Foundation presence and support through media and public events when necessary.
- Provide high level technical assistance for grantees, including consultation on model development, partnership negotiations, leadership capacity building, coaching, etc.

### **EXPERIENCE/QUALIFICATIONS**

The Grants Manager must believe in and be a passionate advocate for our mission. A strong applicant will possess these qualifications:

- Minimum four years of related work experience in a grantmaking capacity required, preferably in a family foundation.
- Bachelor's degree in a field relevant to work required, advanced degree preferred.
- Proficient in verbal and written communication
- Experience with issues affecting people in poverty and philanthropy's role in affecting change.
- Experience in the formation or management of effective strategic and operational partnerships with other organizations.
- Self-motivated with excellent organizational skills
- Agile and resourceful problem solver with a solutions-over-obstacles approach
- Excellent judgment and discretion in handling confidential and sensitive information

Compensation: Salary range starts at \$50,000 for 24 hours/week. JJKF offers a limited and tailored benefits package, including pro-rated vacation and sick leave, on-site health clinic, state-of-the-art fitness center and 401k match.

Interested applicants should submit a resume and cover letter to Heidi Dusek by email [hdusek@jkkeller.com](mailto:hdusek@jkkeller.com) For best consideration, apply by August 5, 2022.