

The Pulte Family Charitable Foundation located in Boca Raton, Florida is an organization rooted in the principles of the Catholic Church. We are seeking outstanding candidates to fill the position of Senior Grants Officer. This Grants Officer will be an integral member of the PFCF team working to advance the Foundation's mission of bringing hope and opportunity to those in need throughout the world through enacting the seven-corporeal works of mercy: feed the hungry; give drink to the thirsty; clothe the naked; care for captives; shelter the homeless; visit the sick; and assist the mourning.

**The list of duties includes but is not limited to the following:**

1. Manage grants from conception through completion to include:
  - a. Conduct due diligence on organizations (per the IRS rules and regulations), their leadership and capacity to carry out programs.
  - b. Evaluate performance of past grants, track reasonable outputs and outcomes of new grants including how they will be measured and reported.
  - c. Review budgets for appropriate expenditures.
  - d. Conduct where appropriate site visits.
  - e. Monitor ongoing operations and review financial and narrative reports and ensure timely payments.
  - f. Manage special projects and programs as assigned.
  - g. Research program areas of current potential interest to the Foundation, and all activities necessary to complete the aforementioned including, but not limited to: written reports oral presentations, literature searches, coordination of consultants, tracking of key local, state, and federal policies, meeting policy makers and other funders.

**Qualifications and Expertise Required**

- Bachelor's degree required. Advanced degree or specialized certification a plus.
- Minimum 8-10 years' work experience that includes grantmaking and nonprofit management.
- Has managed the grants lifecycle by leading the development and implementation of policies, processes, and systems on grants

information and data management as well as due diligence requirements.

- Can document business processes and workflows, identifying areas for improvement.
- Bi-lingual in Spanish a plus.
- Strong computer skills, including, but not limited to Microsoft Word, Outlook, PowerPoint and SharePoint.
- Basic HTML5 knowledge a plus.
- Can lead Project management initiatives from inception to implementation to ensure timely completion with established budgets and timeframes, while carefully managing scope and prioritizing user requirements.
- Excellent written and oral communication skills.
- Willingness to travel.

**Desirable Personal Attributes:**

- Comfortable working in a family-directed environment and working directly with principles.
- Action oriented and entrepreneurial, can work well independently and in teams.
- Ability to handle confidential issues and practice discretion.
- Down -to-earth approach with a good sense of humor.
- Intellectual agility and the ability to analyze, think critically, understand varied areas of interest; flexible and adaptable.
- Unquestionable ethics and personal integrity.
- Ability to creatively problem solve with energy and optimism.
- Exceptional quantitative and analytical skills.
- This position is best suited for an individual who has experience with the Catholic Church, its members, its teachings, and would be comfortable working in a Catholic centered environment.

This position includes a competitive benefit package. Ten paid holidays are provided along with Vacation and Sick Leave.

**To Apply**

Interested candidates may email a cover letter describing your interest in the position, including salary requirements and a resume to [annette@pultefamilyfoundation.org](mailto:annette@pultefamilyfoundation.org). Visit our website [pultefamilyfoundation.org](http://pultefamilyfoundation.org)