

Community Foundation of Southern Wisconsin, Inc.

Position Description

Grants Assistant

Mission

We match personal philanthropy with community need.

Definition

The Grants Assistant provides support to the CFSW Director of Grants and Scholarships by assisting in database management and entry. The Grants Assistant performs a variety of clerical duties requiring independent analysis, judgment and knowledge of organization and departmental functions. S/he maintains records, prepares grant cycle paperwork, maintains Grant Lifecycle Management (GLM), processes competitive grants and follow-ups, and corresponds to all grant cycle inquiries.

Qualifications

Three years of related experience required. Additional education may be substituted for years of work experience. Administrative assistant experience preferred. An aptitude for learning software and coordinating multiple time sensitive grants cycles is essential. Must be a self-directed team player with strong oral and written communication skills, attention to detail, and organizational skills. Must be capable of multi-tasking and be proficient with MS Word, Excel, Mail Merges, Outlook e-mail, and data entry. Must perform responsibilities in a professional manner and handle assignments with a high degree of accuracy and confidentiality. Must understand, support and communicate the Mission of CFSW.

Duties and responsibilities

- Support the Donor Services Representatives (DSRs) team by creating grant packet information for grant cycle reviews.
- Coordinate all grant selections and denials via GLM and CommunitySuite
- Provide answers to grantee questions and inquiries about grant cycles and payments
- Prepare payment documentation for all grants twice monthly.
- Approve and deny all grant follow-up submissions
- Prepare a grant cancelation list bi-annually (July and December)
- Serve as backup support for scholarship processing and administration
- Other duties as assigned by the President/CEO.

Reports to

Director of Grants & Scholarships

Location: Janesville, WI or Monroe, WI office

Hours and Compensation

Part-time position (up to 16 hours/week) with some flexibility to vary hours worked on an as needed basis. This key role requires more hours the first two weeks of every month. Eligible for some part-time benefits; compensation is based on education and experience.

For questions or to apply please email Jackie Ommodt, CFSW Director of Grants and Scholarships, at jackie@cfsw.org with your resume and cover letter. In your cover letter, please be sure to include a range for your desired hourly rate.