

**LOUISIANA BAR FOUNDATION
EXECUTIVE DEPARTMENT
POSITION DESCRIPTION**

POSITION: Grants Manager

STATUS: Exempt

REPORTS TO: Chief Executive Officer/Executive Director

MANAGES: Grants Assistant

POSITION SUMMARY: Administers the Foundation's grantmaking operations through all stages both before and after the awards process; manages and monitors all grants authorized by Board of Directors and ensures consistent grant processing; continuous process improvement and examination of the impact of our processes on grantees and grant seekers.

PRIMARY FUNCTIONS:

- As primary staff liaison to the Grants Committee, administer all components of the grants cycle, including application processes, database management, grant review, grant documentation, grant compliance and onsite auditing.
- Oversee internal grants flow process, document procedures, and manage all aspects of process implementation.
- Provide accurate grant data / information to staff, Board of Directors, Grants Committee, and other internal and external stakeholders and audiences; Prepare relevant grant materials for Board, committees, staff, and other audiences.
- Provide clear, concise instruction on grants administration guidelines, policies and procedures to grantees, staff, and volunteers; structure and implement grantmaking requirements.
- Working collaboratively with the Finance Department, analyze budget and expenditure reports and ensure compliance with foundation-specific regulations for assigned grants; ensure complete and accurate records of all foundation expenditures.
- As primary staff liaison to the Grantee Training Committee, plan and deliver trainings to grantees on relevant topics such as governance, technology, collaborative opportunities, network resources, client service trends, operational best practices. Provide direct grantee support on grant program compliance, policies, processes, and systems.
- Represent the Foundation to outside audiences on grant programs.
- With staff assistant, ensure grantmaking inquiries are responded to appropriately, provide technical assistance on grant budgets and application guidelines when needed, and ensure compliance with reporting requirements.
- Conduct ongoing grants administration, program, and foundation management research, including analyses of grant reports and program, funding trends and opportunities.
- Manage a robust database – Wisehive – and use it to support the grants administration function.

QUALIFICATIONS:

- Demonstrated grants administration experience
- Skill in organizing information quickly and easily

- Proven analytical skills – translating data into information
- Excellent database management and reporting skills
- Ability to easily interact with a wide range of people and styles
- Bachelor's degree and three years grants and contracts or related work experience, or equivalent combination of education and experience required
- Ability to relaying technical, budgetary, and program details to staff, consultants, grantees and applicants in clear and user-oriented manner\
- Ability to implement effective workflow processes and procedures
- Skilled in building and managing resilient collegial relationships
- Ability to draw connections between what we do, how we do it and the impact of the Foundation's work