

**Job Title:** Grants Manager

**Location:** William G. McGowan Charitable Fund

**Reports To:** Executive Director

**Vision:**

The William G. McGowan Charitable Fund aims to impact lives today, create sustainable change, and empower future generations to achieve their greatest potential.

**Mission:**

The William G. McGowan Charitable Fund brings our vision to life through grant-making efforts in three program areas: Education, Human Services, and Healthcare initiatives. We give priority to programs that have demonstrated success, have measurable outcomes and plans for sustainability, and aim to end cycles of poverty and suffering.

Resolute in our belief in the power of partnerships or collaborative efforts to maximize impact, we embrace opportunities to work with other funders in our program areas. We look for funding opportunities that share our philosophy and explore the possibility of joint projects with other nonprofit organizations.

**Background:**

The William G. McGowan Charitable Fund is a private (family) grant-making foundation established in 1993. Programs are supported in five geographic regions of the country including;

- Kansas City, MO and KS
- Lackawanna & Luzerne Counties, PA
- Rochester & Penn Yan, NY
- Denver & Eagle County, CO
- Austin & North Lawndale neighborhoods in Chicago

The Fund achieves its mission and vision through grantmaking in its local communities, and carrying on the legacy of William G. McGowan with an ethical leadership business fellowship.

The Fund's core function is to create grants and impact change in the communities in which the board and staff live, and the Grants Manager will play a crucial role in this endeavor.

**Position Overview:**

The Grants Manager is responsible for managing the administrative aspects of the grant lifecycle, ensuring a seamless and efficient grantmaking process. This role provides essential support to the Board of Directors—who serve as the organization's program officers—by organizing, documenting, and facilitating their review and decision-making

process. The Grants Manager also plays a strategic role in improving grantmaking systems, ensuring compliance, and enhancing operational efficiency. Additionally, this position oversees office management, and logistical support for meetings and events.

This role is ideal for someone who has experience in grants management, enjoys optimizing systems, and can balance detailed administrative work with strategic process improvement.

## **Key Responsibilities:**

### **1. Grants Lifecycle and Process Management**

- **LOI & Application Administration:** Compile and distribute a report of Letters of Inquiry (LOIs) with grant summaries for board review.
- **Board Support for Application Review:** Assign grant applications to board directors and track application progress.
- **Grantmaking Process Optimization:** Continuously assess and refine internal grantmaking processes to increase efficiency and effectiveness.
- **Compliance & Due Diligence:** Ensure that grants comply with all regulatory and foundation guidelines, maintaining accurate documentation for auditing purposes.
- **Grantee Relations & Monitoring:** Track grantee progress, collect and review reports, and provide technical support to applicants and grantees.
- **Reporting & Data Analysis:** Prepare detailed presentations and reports on grant activity for the Board and Executive Director, using data to inform strategy.
- **Grant Disbursement:** Oversee the approval, denial, and distribution process for grant funding, ensuring accurate and timely communication.

### **2. Technology**

- **Grants Management:** Oversee grants management software (Foundant), ensure proper data entry and system functionality.
- **Process Automation & Best Practices:** Identify opportunities to automate grantmaking workflows and implement best practices in data management.

### **3. Board & Governance Support**

- **Board Logistics & Scheduling:** Prepare board books and grant dockets.
- **Committee Meetings & Minutes:** Coordinate committee meetings, take minutes, and coordinate follow-ups.
- **Technical & Administrative Support:** Provide board members with assistance on grants management systems (Foundant, Diligent) and technology tools (Zoom, digital collaboration platforms) as needed.

- **Event & Travel Coordination:** Arrange accommodations, travel, and logistics for board meetings and other events (supported by the Office Coordinator).

#### 4. Strategic Process Improvement & Professional Development

- **Workflow Enhancements:** Proactively assess and refine grantmaking and administrative processes to improve efficiency.
- **Sector Engagement:** Stay informed about trends in philanthropy and grants administration, attending relevant conferences and events.

#### Qualifications:

- **Experience:** Minimum of 3–5 years in grants management, nonprofit administration, or a related field.
- **Technical Skills:** Proficiency with grants management software (Foundant preferred), G-Suite, and Microsoft Office Suite.
- **Project Management:** Strong organizational skills with the ability to manage multiple deadlines and workflows efficiently.
- **Communication:** Excellent writing, editing, and verbal communication skills, with the ability to synthesize complex information clearly.
- **Attention to Detail:** Ability to track, document, and ensure compliance with funding policies and procedures.
- **Strategic Thinking:** Proactive approach to improving systems, processes, and operational efficiency.
- **Collaboration:** Ability to work closely with board members, grantees, and staff while maintaining professionalism and confidentiality.

#### Salary & Benefits:

- **Salary Range:** Estimated between \$70,000 - \$85,000 annually, depending on experience and qualifications.
- **Benefits:** Competitive benefits package, including health insurance, retirement contributions, and professional development opportunities.

This is a mid-level role that requires both administrative precision and strategic thinking. The ideal candidate will be detail-oriented, highly organized, and capable of improving grant processes to better serve the foundation's mission.

**To apply:** Please email a cover letter and resume to [grants@mcgowanfund.org](mailto:grants@mcgowanfund.org) with the subject line: "Grants Manager Application\_[Your Name]"