



GRANTS MANAGER

POSITION DESCRIPTION

The Grants Manager is a key role for the Charlotte Community Foundation (CCF). Although the grantmaking function is not new to CCF, the professional filling this position at this time of transition and change for the foundation has a unique opportunity to build a program and create measurable impact across the foundation's service area of Charlotte County, FL. The Grants Manager will be the primary point of contact for nonprofit organizations and will have responsibility for the implementation of a competitive and directed grantmaking program from a trust-based philanthropy perspective. This position reports to the CEO.

DUTIES & RESPONSIBILITIES

Grants Management—Oversee all aspects of CCF's grantmaking program from program design through the award and reporting process:

- Create the framework for a competitive grants program that considers recent constituent feedback solicited and determine responsive grant approaches, timelines, and processes
- Develop a new online application through CCF's database software
- Prepare communications and outreach about the grants program
- Conduct informational sessions
- Respond to grant inquiries in a timely and professional manner
- Maintain accurate records in the grants database as well as digital and hard-copy files
- Oversee due diligence, grant reporting, budgeting, and payment processing
- Manage other administrative and processing tasks related to the application and review process, including the distribution of grant notifications and awards
- Coordinate with the Finance team for timely distribution of grants and contracts
- Assist with promoting grantees across various communication channels
- Monitor progress of awarded grants and grant reports

Volunteer Management—Form a new Grants Committee comprising reviewers with differing backgrounds for a transparent process that builds trust with all constituents:

- Recruit reviewers with a range of backgrounds, experiences, perspectives and County-wide representation to serve on the CCF Grants Committee
- Provide in-person training to volunteers and assist them in accessing and utilizing the electronic review system
- Facilitate all aspects of in-person discussion and decision-making committee meetings, including preparing and distributing materials

QUALIFICATIONS

Education

- Bachelor's degree or equivalent experience

Experience

- Professional role(s) with program and budgetary responsibility for at least five years
- Work, paid or volunteer, in a community-based organization preferred
- Knowledge of philanthropic/nonprofit sector desired
- Demonstrated experience coordinating both systems and people (program & volunteer management)

Knowledge, Skills, and Abilities

- Mission-driven, with a commitment to CCF's new vision, mission, and values
- Strong aptitude for administrative, operational and financial processes
- Ability to work with a variety of internal and external constituents
- Self-starter adept at handling multiple priorities and meeting deadlines who anticipates and proactively addresses work processes
- Excellent verbal and written communication skills and professional poise and demeanor
- Skilled in event/meeting planning and management
- Highest degree of attention to detail and the ability to work well under pressure
- Desire to work in a team-based and collegial environment while also taking ownership for a program area
- Dependability for full-time work and availability for occasional after-hours events
- Experience with MS Outlook, Word, Excel, PowerPoint, and ability to learn CRM software
- Open to periodic travel across Charlotte County to meet with constituents and represent CCF in County-wide gatherings and events
- A positive outlook, with a sense of humor a bonus

Compensation and Benefits

The position is full-time, with CCF in-person office hours as Monday through Friday from 9:00 am to 5:00 pm. With demonstrated professionalism, one day a week work from home will be considered in addition to the work in community.* The salary range for this position is \$60,000 to \$70,000 USD annually, with an attractive benefits package. The prime candidate for this position will be attracted to the personal and professional fulfillment of building a program and making an impact at the community level.

**CCF's offices at 227 Sullivan St. (corner of US41S & Olympia) in downtown Punta Gorda are presently closed for repairs from recent hurricanes. Staff members are working remotely and will continue to move forward for our community—including hiring for this position.*

ABOUT CCF

The Charlotte Community Foundation (CCF) is a philanthropic organization dedicated to enriching the quality of life in Charlotte County, FL. Think of CCF as a savings account for Charlotte Co., with proceeds from our endowed funds distributed as grants for local nonprofits and scholarships. In more technical terms, CCF is a tax-exempt public charity that works with individuals, companies, organizations and advisors to help enrich the quality of life for everyone in our community. Through committed volunteers and a small professional staff, CCF connects people, charitable causes, and permanent capital for community impact.

As it celebrates 20 years of operating as a community foundation in 2024, CCF is under new leadership with Dr. Shelley Strickland as CEO. The Board of Directors and staff incorporated community input to recently develop and approve a new Mission and Vision and define Core Values to guide our work in serving our community going forward.

MISSION: Foster philanthropy across Charlotte County to enhance our community for generations.

VISION: Charlotte County looks to CCF for philanthropic education, impactful grants, nonprofit training, and community leadership.

CORE VALUES (LIVE):

Listen: CCF will listen to the whole county. We will seek first to understand, then be respectful and clear in our responses. We will seek input and foster dialogue as our community's philanthropic resource.

Intend: CCF will move strategically. We will focus on our purpose as Charlotte County's permanent source of philanthropic capital and seek to build lasting impact for the long-term.

Value Expertise: CCF will build confidence in its leadership through professional acumen and integrity amongst its board and staff. We will champion excellence in nonprofit practice.

Earn Trust: CCF will strive to be transparent and accountable, seeking to instill credibility and reliability as thoughtful stewards of our community's philanthropic capital.

TO APPLY

Please submit your tailored resume and cover letter to ccf@charlottecf.org

No phone calls please.