Grants Coordinator

Reports to: Grants Manager
Position Status: Full-Time, Non-Exempt

POSITION SUMMARY

The grants coordinator is responsible for the administration, execution and integrity of the Foundation’s grants processing for donor advised grants, providing expert coordination and monitoring of the grants process from donor direction to the release of grant payment. The grants coordinator collaborates on any special initiatives involving donor advised funds to facilitate optimal communication and outcomes. In addition, the position participates in funds management helping to ensure that all donor advised grants meet donor intent and are fully compliant.

PRIMARY DUTIES AND RESPONSIBILITIES

Donor-directed Grants

- Assures that grants from donor advised funds move properly and efficiently from donor recommendation through grant award payment and follow-up.
  - Verify 501(c)(3) tax status and contact information for all recommended grantees.
  - Review funds database to verify grant-making information, including spending capacity, special requests and conditions.
  - Generate grant agreements and notification letters for grants more than $25,000 and monitor receipt of grant agreements for payment.
  - Create grants.
  - Generate award letters.
  - Create encumbrance batches for posting approval by grants manager.
  - Create weekly check-run batches for grant payments.
  - Generate weekly grant payment report and verify letters against report.
- Maintains list of grantees whose tax-exempt status has been revoked.
- Updates GE constituent records as necessary for addresses and relationships.
- Investigates uncashed grant checks at the request of the finance department.
- Process follow-up reports and contact grantees when their reports are past due.
- Assist donor services officers with inquiries.

Funds Management

- Attends all TAC meetings and identifies relevant agenda items regarding nondiscretionary funds.
- Helps identify inconsistencies between meeting donor intent, standardizing processes, and remaining compliant.
• Understand and communicate IRS requirements, including suggesting and implementing policy and procedure changes as required.

Other

• Provide project coordination and assistance to the grants manager and senior grants coordinator.
• Other duties, as assigned.

KEY SKILLS AND ABILITIES

• Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
• Commitment to The Pittsburgh Foundation values (collaboration, racial justice, community, trust, and accountability).
• Excellent interpersonal, telephone and email communication skills including related judgmental ability.
• Strong computer skills including proficiency in Microsoft Office, Word, Excel, and especially database management.
• Experience in highly professional and fast-paced work environment where flexibility, maturity, cooperativeness, confidentiality and discretion are essential.

QUALIFICATIONS AND EXPERIENCE

• Minimum two (2) years relevant experience in general office support preferably in the nonprofit sector.

TO APPLY
Interested candidates should submit resume and cover letter to jobs@pghfdn.org.

No phone calls please.

THE PITTSBURGH FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY AND INCLUSION.

ABOUT THE PITTSBURGH FOUNDATION

Established in 1945, The Pittsburgh Foundation is one of the nation’s oldest community foundations and is the 15th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,400 individual donor funds and, together with its supporting organizations, assets of $1.3 billion. In 2017, the Foundation raised $45 million and made grants of $43 million into the community to support self-sufficient individuals and families, healthy communities and a vibrant democracy. Approximately 85 percent of all grant-making dollars stay within the Pittsburgh region.