



## **Grants Coordinator**

**Reports to: Director of Operations**

**Position Status: Full-Time, Non- Exempt, Permanent**

**Location: Hybrid, in office at least three days per week - subject to change**

**Salary Hiring Range: \$50,600 - \$57,000**

### **POSITION SUMMARY**

The Pittsburgh Foundation awards approximately 7,000 grants totaling over \$50 million each year. More than half of those grants originate from our donor-advised funds— funds which are actively advised by living donors. The grants coordinator is responsible for the administration, execution and integrity of the Foundation's grants processing for these grants, providing expert coordination and monitoring of the grants process from donor recommendation to the release of grant payment, ensuring that all donor-advised grants meet donor intent and are fully compliant. Additionally, the grants coordinator collaborates on any special initiatives involving donor-advised funds to facilitate optimal communication and outcomes. Success in this position lies within the interest and ability to pay close attention to detail, practice good time management and be able to triage work based on concurrent deadlines and urgency, practice excellent communication, and easily pivot between both independent and cross-department collaborative work.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Donor-Advised 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 grants and grantee communication.
  - Understand and investigate IRS compliance regulations for donor-advised funds.
  - Process grant awards and payments for approval.
  - Run and verify approval and payment reports.
- Update constituent records as necessary for addresses and relationships.
- Investigate uncashed grant checks at the request of the finance department.
- Assist donor services officers, grantees and donors with inquiries.

## **Funds Management**

- Attend monthly trust administration council (TAC) meetings.
- Help 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 senior grants coordinator, grants manager and director of operations.
- Provide back-up coverage to the receptionist as part of a larger group of staff who are called upon when the receptionist is out of the office.
- 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 Foundation's values of accountability, collaboration, community, racial justice and trust.
- Excellent interpersonal, telephone and email communication skills including related judgmental ability.
- 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.
- Flexible, responsive and collaborative work style with a strong service mentality.
- Strong computer skills including proficiency in Microsoft Office, Word, Excel and especially database management. Experience with Blackbaud products is a plus.

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### **TO APPLY**

Interested candidates should submit resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org) by Aug. 14.

No phone calls please.

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

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## ABOUT THE PITTSBURGH FOUNDATION

**OUR MISSION:** The Pittsburgh Foundation, established in 1945, works to improve the quality of life in the Pittsburgh region by evaluating and addressing community issues, promoting responsible philanthropy and connecting donors to the critical needs of the community.

**OUR VALUES:** Since its founding in 1945, The Pittsburgh Foundation's values have been evident in the deep relationships its people have forged in the region. As new strategies are developed to improve quality of life for everyone, the staff has identified these values and pledged to follow them in the work. **Accountability:** We act with transparency and integrity, fulfilling our commitments and owning the outcomes of our decisions. **Collaboration:** We unite in our work together to increase impact in our community for the collective greater good. **Community:** We embrace the opportunity to learn from those we serve and those who serve us to help shape solutions. **Racial Justice:** We work to enact fundamental systemic changes by eliminating policies, laws, practices, attitudes and cultural messages that reinforce differential outcomes by race. **Trust:** We have faith in our communities and earn their confidence by demonstrating competency, honesty and positive intent.

Learn more at [www.pittsburghfoundation.org](http://www.pittsburghfoundation.org).