



Position Title: Grants Administrative Coordinator

FLSA Status: Non-Exempt

Department: Grants & Community Engagement

Date Completed: 4/22/2024

Position Summary:

The Grants Administrative Coordinator is a member of the Grants and Community Engagement Department and supports the department with implementation of high impact grantmaking programs in conjunction with volunteer advisory committees. The Grants Administrative Coordinator also supports all processes related to the Foundation's grant making, as well as compiling and analyzing data to help maximize and promote community impact.

The position requires positive interactions with grantees, external partners and staff and a professional commitment to the mission and values of the Community Foundation as well as the importance of a cohesive team and collaborative working environment. Previous administrative experience is desirable. A clear understanding of the vision and mission of the Community Foundation is required.

Essential Responsibilities and Duties:

1. Demonstrated commitment to Core Values including courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation. See Appendix A for behavior expectations.
2. Commitment to standard office schedule with added participation in Community Foundation events on occasional evenings or early mornings.
3. Demonstrated capacity to collaborate with diverse stakeholders.
4. Ability to maintain confidentiality of information and other related matters.
5. Schedule and coordinate department meetings, monthly interdepartmental, and grantmaking committee & Memorial Health Fund Board meetings.
6. Provide general administrative support across a variety of initiatives including meeting coordination and meeting space set up, data entry, filing, scanning, mailings, follow up calls and emails, etc.
7. Provide support to the VP of Grants and CE calendar including scheduling/facilitating meetings and/or communication with multiple stakeholders when necessary.
8. Provide high level customer service to grantee organizations, community grant readers, potential grant organizations, committees & board members.
9. Support the committees by preparing agendas and resolutions, copies, and meeting minutes for all committee/board meetings within the department.
10. Record and prepare committee recommendations/resolutions as necessary for YCCF Board approval.
11. Maintain committee rosters, contact lists, member terms, and governing documents.
12. Maintain committee/board online portals (trainings, documents, minutes, etc).
13. Assist with creation and maintenance of annual Grant Cycle calendar.

14. Coordinate and schedule committee/board invitations, including site visits & events, for grantee organizations.
15. Assist with support for the foundation's grant reader volunteer program.
16. Coordinate grant reader & committee dashboard training.
17. Assist in creation and generation of various reports to be utilized internally and externally as requested
18. Maintain grantee database.
19. Provide committee support and grantmaking administrative support for Embracing Aging as requested.
20. Serve as a back-up to the Executive Assistant for phone and operational assistance.

Other Duties:

1. Be actively engaged in the community.
2. Attend events and provide support as requested.
3. Represent the organization externally, as necessary.
4. Assist in building relationships and opportunities with organizations that can advance the Foundation's priorities.
5. Communicate effectively, timely and accurately all information necessary for grantmaking.
6. Participate in YCCF community volunteer activities when possible.
7. Actively participate in creating a high-performance culture that embraces our core values.

Qualifications and skills:

1. Associate degree or equivalent experience.
2. Experience in an administrative role, preferably supporting a team and various committees.
3. Proficient with database management systems; Experience with Foundant grant management software is a plus.
4. Highly proficient with computer technology and system/software applications including Word, Excel, PowerPoint.
5. Excellent communication skills (written and verbal).
6. Commitment to outstanding customer service.
7. Demonstrated capacity to work with diverse stakeholders.
8. Detail oriented.
9. Adaptive to change.
10. Knowledge of York County community is highly desired.
11. Ability to access reliable internet for remote work as needed.