



## POSITION DESCRIPTION

**POSITION TITLE:** Grants Manager  
**REPORTS TO:** Chief Operating Officer (COO)  
**POSITION TYPE:** Full-time, Exempt

### SUMMARY

The Grants Manager is responsible for developing and overseeing the grantmaking functions of Rancho Santa Fe Foundation (RSFF). Reporting to the Chief Operating Officer and working closely with the Grants and Projects Committee (GPC), this position will develop, inform, and implement the Foundation's grantmaking strategy, lead the Foundation's discretionary grantmaking activities, develop and implement the Foundation's evaluation and learning efforts.

### PRIMARY DUTIES:

- 1) Grantmaking
  - Develops plans for annual and, as appropriate, multi-year community investments in support of RSFF's strategic plan and goals.
  - Ensures that the Foundation's grantmaking investments advance the Foundation's strategy and are following all policies and regulations.
  - Oversees the design, implementation, monitoring and evaluation of the granting process and other related community investment programs to assess overall impact of RSFF's grantmaking.
  - Sets, with Grants and Projects Committee (GPC) and COO's approval, the calendars for discretionary and special grant processes, and ensures deadlines are met and grant programs are operated in a transparent, fair, diverse, and equitable manner.
  - Acts as the primary content knowledge expert to colleagues on grantmaking, grants management, initiative design, evaluation coordination and field expertise.
  - Manages high quality execution of the Foundation's discretionary grantmaking processes
  - Develops Letters of Intent, Applications, Evaluations, Grant Agreement Letters, Follow-up Reports for each process in the grants system (GLM)
  - Coordinates site visits and communication with prospective applicants
  - Reviews grant proposals, completes analysis of requests, gathers additional information if necessary, and assigns evaluators.
  - Coordinates with Controller to ensure timely distribution and communication of grants to grantees.
  - Researches community needs in the Foundation's areas of focus to inform areas for RSFF's involvement.
  - Develops and maintains successful, transparent grantee relationships.
  - Develops procedures to ensure high quality and efficient grantmaking and makes recommendations related to grantmaking processes to streamline operations.

- Works in coordination with the COO and Controller to develop and administer the annual discretionary grantmaking budget.
- Ensure that all grants from Scholarship Funds held at the Foundation are distributed as outlined in the Scholarship Policy ensuring that the grant recipients are selected from a group that is sufficiently broad and fulfills the charitable purpose of the fund.

2) Volunteer Relations:

- Responsible for staffing one or more Committees comprised of volunteer Board and community representatives who are charged with recommending discretionary grants to the RSFF Board of Directors.
- Identifies and onboards volunteers to participate in Grant review panels.
- Duties include coordination of meetings, management of proposal review, facilitation of decision processes, and the preparation of information to support committee deliberations.
- Oversee the process for selection and appointment of any scholarship committees.

3) Community Relations

- Establishes strong collaborative relationships with the San Diego non-profit sector to advance the goals of the foundation.
- Represents RSFF in the nonprofit, foundation, and broader communities, as needed or requested.
- In collaboration with Communications Manager, prepares articles and communicates with stakeholders about RSFF grantmaking for newsletters, annual reports, website, Facebook, and other social media outlets.
- Coordinates annual grantee recognition event.
- Work with marketing staff to advertise the availability of the Foundation's Scholarship Grants.

**Miscellaneous Duties**

- Keeps current on issues of importance in the practice of grantmaking by literature review, contact with professional communities, participation in relevant conferences and other educational programs.
- Works with COO and other Foundation staff in the development, coordination, and oversight of special projects as assigned
- Contributes to the development of a supportive and collaborative work environment.
- Generates grant proposals and supporting documents for Foundation programs, as needed, through timely submission of well-researched, well-written and well-documented grant/fundraising proposals.
- Performs other duties as assigned.

**EXPERIENCE AND POSITION REQUIREMENTS**

- Bachelor's degree is preferred.
- Two or more years of applicable grant administration experience required.
- Experience with foundations, nonprofits or private sector grants highly desirable.
- Experience with donor and grant making software (Raisers Edge, Foundant, Sales Force, etc.)
- Experience working with volunteers, including executive level
- Demonstrated excellent oral and written communication skills as well as keen analytical skills.
- Demonstrated experience as a grantmaker in brokering resources with other funders or local government and knowledge of best grantmaking practices.

- Demonstrated knowledge of and experience in San Diego County and willingness to travel throughout the county.
- Proven track record of exceeding goals and objectives.
- Demonstrated excellent interpersonal skills with an ability to work with diverse people and groups in multicultural environments.
- Demonstrated advanced proficiency with Microsoft Office package (Outlook/Word/Excel/PowerPoint).
- Highly motivated with a strong work ethic.
- Demonstrated ability to work as an effective team member.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated ability to work independently, take initiative, manage time effectively, and follow-through.
- Valid California Driver's License and acceptable driving record. Must provide and verify own automobile insurance.
- Must be able to utilize own transportation for fieldwork (with expense reimbursement).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Extensive use of the computer; this position requires the incumbent must be able to remain in a stationary position more than 75% of their time
- Employee must see, talk, and hear
- Hands are regularly used to write, type, key and handle or feel small controls
- Frequent walking, standing is required
- Utilization of personal transportation for visits around the San Diego community up to 25% of the time
- Weights of up to 20 pounds occasionally lifted (carrying devices provided)
- The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

### **TO APPLY**

To apply for a position at Rancho Santa Fe Foundation, please submit your resume at <https://www.ziprecruiter.com/job/2534d26a> . We will continue to accept resumes until the position is filled and update you on the status of your application in a timely manner. No phone calls or emails please.

### **LOCATION AND HOURS**

This is a 40-hour a week position, preferably Monday - Friday. The Grants Manager is required to work in the Foundation office during work hours. Employees may be eligible for some remote work following

three months of employment. The Foundation office is located at 162 S. Rancho Santa Fe Road, Encinitas, CA 92024.

**COVID-19 VACCINATION POLICY**

To help prevent the infection and spread of COVID-19, RSFF requires that all its employees be fully vaccinated and boosted against COVID-19. We make accommodations for eligible medical and religious exemptions.