

JOB POSTING | GRANTS & SCHOLARSHIPS MANAGER | FULL-TIME

THE ORGANIZATION

Since 1930, La Crosse Community Foundation has been bringing people, ideas and resources together to help create a thriving, vibrant community. We administer and steward 300+ named funds created through charitable gifts from individuals, families and businesses who care about enhancing the greater La Crosse area. In 2022 we awarded over \$4.2 Million in grants and scholarships from these funds to local nonprofit organizations, government agencies and educational institutions to catalyze positive change in La Crosse County. Our organizational culture is fast-paced and one of engaged teamwork, where we support one another in reaching our individual and collective goals. We strive to offer great flexibility for team members to accommodate a healthy work-life balance. We are an equal opportunity employer committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our work.

THE POSITION

We are currently seeking a full-time (40 hours/week) Grants and Scholarships Manager. This position reports to the Chief Operating Officer and works closely with other staff and the Grants Committee to facilitate our quarterly competitive grant process and works closely with local high schools and scholarship committees to facilitate award selection and full processing of our scholarship funds. Full job description is attached.

PAY & BENEFITS

Pay will be commensurate to experience and the median average wage of comparable positions at similar sized community foundations in the Midwest (\$27.00 to \$36.00/hr). Benefits include a generous stipend in lieu of health insurance, paid holidays, paid time off, hazardous weather pay, 403B retirement plan match up to 5%, annual increases, and personal and professional advancement opportunities. All team members are expected to spend some of their weekly hours in the office, but have the flexibility to work from home when needed.

HOW TO APPLY

Complete the ranking questions below and submit with a resume to Erin Belby, Chief Operating Officer, La Crosse Community Foundation, 401 Main Street, Ste 205, La Crosse, WI, 54601 or erin@laxcommfoundation.com. Questions can be directed to Erin by email or calling 608-782-3223.

Ranking Questions:

1. Describe your experience in the non-profit or charitable sector. For example, key learnings regarding the sector's purpose and impact as well as its challenges and limitations, and/or what motivates you to work in this field.
2. Describe examples of how you meet the 'Required Attributes/Behaviors' of this position (listed below).
3. Describe your ideal work environment.
4. Give an example of your experience working with a wide-range of stakeholders and how you've managed competing expectations.

APPLICATION PACKET DEADLINE

Posted 2/2/2023. Review of applications will begin immediately, and position will remain open until it is filled. Interviews are anticipated to begin the week of February 20th. Ideally the candidate will be available to begin work sometime in March.

FULL POSITION DESCRIPTION

Job Title: Grants & Scholarships Manager

Reports to: Chief Operating Officer

Position Summary

This full-time position reports to the chief operating officer and works closely with other staff and the Grants Committee to effectively implement the Foundation's quarterly competitive grantmaking. This position also works closely with local high school personnel to facilitate the award selection process for our annual scholarship program, and student recipients to claim awards. Other duties include looking for opportunities to increase the foundation's understanding and awareness of local nonprofit needs to support, enhance, and facilitate the programs offered through the foundation's online nonprofit resource center.

Core Strengths

Goal Oriented | Problem Solver | Innovative | Organized | Candid

Required Attributes/Behaviors

- Is flexible and thrives in an environment with variety and change
- Enjoys working at a fast pace and responds positively under pressure
- Motivated by cause or purpose
- Likes interacting and building relationships with new people from diverse backgrounds
- Understands the big picture beyond individual role
- Growth mindset that is reflective and always looking for ways to make improvements

% of Time	Principal Duties and Responsibilities
40%	<p>Overseeing all the Foundation's grantmaking, including facilitating the quarterly competitive grant program</p> <ul style="list-style-type: none">• Stay current on equitable grantmaking best practices and recommend policy and/or procedure changes as needed• Develop and maintain strong relationships with potential grantees, and document relationship connections through the foundation's relationship management software• Pre-qualify all grantees in accordance with the Foundation's Grantmaking Due Diligence Policy• Assist with applications, review applications, facilitate the evaluation process with the appropriate committee, communicate decisions, and monitor all required compliance and follow-up reporting for current grantees• Primary staff position dedicated to managing the activities of the Foundation's Grants and Scholarships Committee of the full board, including providing direct support to the committee chair to effectively facilitate meetings• Primary staff position responsible for maintaining and leveraging all capabilities of the Foundation's grant management software• Help to promote the Foundation's grantmaking impact by identifying and drafting communications as assigned
25%	<p>Managing annual scholarship processes and procedures with local high schools and higher education institutions</p> <ul style="list-style-type: none">• Work with COO to determine annual scholarship awards based on spend rate calculation and fund agreement terms• Work with institutions to promote scholarship opportunities to eligible candidates

	<ul style="list-style-type: none"> Oversee compliance of the Foundation’s scholarship policies with all selection committees, including confirming eligibility of all nominees according to award criteria prior to award notification Confirm enrollment and institution information to process award payments Track all awardees and follow-up on unclaimed awards for both annual and renewing awards Communicate all applicable and permissible information regarding selected awardees to scholarship fund steward(s) to support any related donor stewardship activities
10%	<p>Deepen the Foundation’s awareness and knowledge around area issues/needs</p> <ul style="list-style-type: none"> Gather knowledge of relevant trends, issues and opportunities in current community needs, which could include representing the Foundation in various stakeholder groups as assigned by the CEO or COO Present or document key findings for various stakeholders groups as directed by the CEO or COO Provide expertise to support the Foundation’s philanthropic advising to fund holders
10%	<p>Facilitate Nonprofit Resource Center website and programs</p> <ul style="list-style-type: none"> Maintain website pages with current information Coordinate ongoing NPO training opportunities Collaborate with Viterbo University in support of the Nonprofit Leadership Development Certificate program Stay current on local nonprofit operational needs and suggest ideas for additional programs
15%	<p>Support overall Foundation operations</p> <ul style="list-style-type: none"> Model the values of the Foundation in all relationships and activities Adhere to the team agreements of the Foundation – Transparent Communication, Strive for Constant Improvement, Feedback Forward, Self-Accountability and Ownership, Trust and Honesty Participate in ongoing strategy development and implementation Attend all staff meetings and other events as requested by the CEO or COO Respond to colleague’s needs when information, support or coverage is needed Enter relationship information into our database to maintain accurate and current information

Qualifications

Preference will be given to candidates with knowledge and demonstrated experience in:

- Bachelor’s degree in public affairs/administration, social work, community development or related field preferred, commensurate experience will be considered
- Three years of experience in community engagement at a nonprofit agency, community-based organization or local government
- Ability to demonstrate knowledge and commitment to the principles and best practices of diversity, equity, and inclusion
- Goal-oriented, pro-active, self-starter with ability to work independently and approach challenges with a high degree of adaptability
- Critical thinker with the ability to understand root causes of problems and envision solutions
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles, and cultures
- Ability to effectively collaborate and engage with a wide range of stakeholders