

# REGIONAL FOUNDATION

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## Grants Manager Profile

**Reports To:** Senior Program Officer

**Deadline for Submission:** January 10, 2023

**FLSA Status:** Exempt, Professional

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### THE OPPORTUNITY

The Regional Foundation LLC (“Foundation”) is at an inflection point in its maturity. After more than 22 years under a corporate umbrella, the Foundation executed a strategic realignment at the end of 2020 and is now an independent, self-governed foundation. The Foundation’s board, consisting of a majority of community representatives, reaffirmed its commitment to its long-standing model of sustainable funding for neighborhood planning and implementation in low-income neighborhoods throughout its footprint. Towards the end of 2021 and into 2022, a new Executive Director (ED) and Senior Program Officer (SPO) were selected. This Grants Manager (“GM”) will be the third member on the Foundation’s team.

The opportunity for the right candidate is to join the organization, reporting to the SPO to execute the Foundation’s traditional grant programs focused on resident-driven neighborhood planning and development (implementation). Additionally, as the ecosystem has drastically changed over the last few years, the GM will be a collaborative partner with leadership and key stakeholders to better position the Foundation in addressing the challenges impacting current and future grantee partners’ ability to be successful.

While the Foundation has over two decades of success, it is essentially shifting from a startup mode and returning to operational excellence in all facets of the organization. The GM will work in partnership with the ED/SPO to develop the organization’s culture and re-build its grantmaking operations while refining, and directly influencing, future grantmaking for years to come.

The ideal candidate will be familiar with the geographic footprint of the Foundation and understands community/economic development. The candidate must be able to demonstrate an ability to engage the community and stakeholders at all levels to build trust and collaborative relationships. An ability to work independently is crucial while being a collaborative partner within a small team.

### ABOUT THE REGIONAL FOUNDATION

The Regional Foundation is a unique community foundation that traces its beginning to 1998 when it was created with the merger of two financial services companies. The intent was to sustain historical philanthropic support for the community in the eastern part of Pennsylvania, New Jersey, and Delaware which remain the defined geography of the Foundation.

The Foundation’s philanthropic focus is on community development, and particularly on support for the creation and implementation of comprehensive, resident-driven neighborhood revitalization efforts in low-income communities. Since its inception the Foundation has developed a nationally recognized model of community development philanthropy and invested over \$90 million dollars in over 100 organizations. The Foundation currently has an endowment of approximately \$100 million dollars and an active portfolio of over 40 grantees.

### CURRENT GRANT PROGRAMS

At its core, the Regional Foundation’s grant goals and activities are driven by residents. Community members, rather than simply being informed, are instead engaged in participatory processes and through their partnerships with grantee

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partners, drive decisions and co-create neighborhood plans and implementation activities. The Foundation is committed to investing comprehensively and flexibly on a journey to revitalized, just, and thriving communities – both during planning and implementation.

Our approach starts with neighborhood-based planning – where residents determine their own priorities for the community going forward. From there, residents drive the implementation of the grant, ensuring along the way that implementation of the plan aligns with the shared vision for the neighborhood and that residents are being developed as leaders in meaningful ways. The Foundation has many tools to draw on in supporting neighborhoods on their journey toward their goals – from capacity building, to convenings, grant and program investment, and other forms of long-term support. The Foundation is committed to leveraging these tools based on what the community needs at a given time. as a flexible and dedicated partner to these communities. Current investment programs consist of the following:

- Neighborhood Planning Grants – supports creation of a comprehensive resident-driven neighborhood plan.
- Neighborhood Implementation Grants – supports comprehensive development projects that target specific neighborhoods based on a completed neighborhood plan.
- Program-Related Investments (“PRIs) – supports nonprofit organizations and for-profit businesses for select ventures designed to promote community and economic development opportunities for low-income individuals and communities. Typical investments are low-interest loans.

**POSITION SUMMARY:** The Grants Manager works in close collaboration with the Regional Foundation’s program staff (Senior Program Officer, Program Officer) to facilitate all grants processing, working to ensure that grantmaking activities are on track and that grantee partners have the information they need to submit information through the grants database. The GM provides support to the portfolio of grantee partners and develops and manages systems for the life cycle of the grant, to help ensure operational excellence. The Regional Foundation’s small team will work together on grantee partner relationships, building its values-based strategies to meet our mission, and help our partners in the work succeed through the Foundation’s thoughtful and efficient systems and processes.

## **PRIMARY JOB FUNCTIONS:**

- Serve as primary administrator of the Foundation’s online grants management system and provide support to grantee partners using the system.
- Organize and maintain electronic files of grant documents and resources.
- Support program and administrative/finance staff to develop and implement grant making policies and procedures. Provide training and technical assistance as needed on grantmaking procedures. Monitor grants for consistent coding and forms completion.
- Schedule and generate routine and special reports; prepare and reconcile quarterly and annual grant activity spreadsheets; research and analyze internal grantmaking trends.
- Distribute grant payments to partner grantees.
- Maintain proper audit trails for grantmaking activity; assist with grants budget creation and implementation.
- Collaborate on the grant making processes with Regional Foundation team.
- Support other administrative functions of the Foundation as needed. Functions may include coordinating meetings, supporting Board and Foundation events, and grants calendar and contacts management.

## **QUALIFICATIONS AND CORE COMPETENCIES**

**The Regional Foundation welcomes a diversity of experience candidates can offer including:**

- High school diploma or equivalent and minimum five to ten years’ professional experience.
- Experience with Microsoft Office Suite, cloud-based servers for file management, web-based virtual meeting applications, and email management systems.

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- Ability to apply strong database, spreadsheet, and word processing skills and quickly learn new software applications.
- Strong organizational and administrative skills and attention to detail; ability to streamline processes and schedule and manage multiple projects.
- Familiarity with data management and standard office equipment.
- Ability to produce complete and accurate work in a timely manner.
- Experience working in a collaborative team environment. Ability to communicate with others effectively and a strong sense of accountability.
- Discretion in the handling of confidential information.

## PREFERRED QUALIFICATIONS AND SKILLS:

- Bachelor's degree.
- Bilingualism or multilingualism.
- Experience in philanthropy, non-profit programming, or administration, especially experience with community and economic development organizations.
- Experience with CyberGrants, Salesforce, or similar customer/contacts management program.

## WORK ENVIRONMENT

The Foundation currently employs a hybrid work environment (part remote / part in-office) reflecting public health best practices to minimize the effects of the pandemic. The primary location for in-person office time is in Philadelphia, PA. We are a small team and will create a flexible work environment that is appropriate and effective for operational excellence. The Foundation reserves the right to shift, at any time, to a full-time in-person environment, if determined necessary.

This role makes frequent use of computers, keyboards, phones, and other common office equipment and involves a combination of stationary (desk) and mobile (throughout our office space) work, as well as occasional travel and "off-site" meetings/interaction.

In the interest of the safety and wellbeing of our team and the community we interact with, the Foundation requires all employees and visitors to our workplace to be fully vaccinated against COVID-19. The Foundation will consider reasonable accommodations for candidates who cannot receive the vaccine due to a disability or religious beliefs.

## COMPENSATION

A robust benefits package is provided including medical, dental, short, and long-term disability, and life insurance; 403b; separate pension plan; and paid time off for vacation, sick, personal, and specific holidays. The annual salary for this position is \$80,000.

The Regional Foundation is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. We welcome and encourage all qualified candidates to apply, including returning citizens.

Interested candidates should apply by emailing a cover letter and resume to [info@Regionalfoundation.org](mailto:info@Regionalfoundation.org) no later than January 10, 2023. **Applicants will be reviewed on a rolling basis and the posting will remain public until the candidate is selected.**