



# Grants Processor and Administrative Assistant

## POSITION DESCRIPTION

The Winston-Salem Foundation is currently seeking a Grants Processor and Administrative Assistant who will be responsible for processing donor-advised and designated grants, as well as providing administrative support for the Philanthropic Services department. He/she will report to the Director, Philanthropic Services and will work closely with other team members and collaboratively with other members of the Foundation's staff.

## ABOUT THE WINSTON-SALEM FOUNDATION

We are a nonprofit community foundation, comprised of over 1,500 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and makes Community Grants to nonprofit organizations in Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country.

### **Our vision:**

A generous and trusting community where everyone is thriving.

### **Our mission:**

We inspire giving and link resources to action, strengthening Forsyth County—now and forever.

### **Our values:**

- **Inclusion** – we practice and champion inclusion, honoring the strengths and experiences of all in our community.
- **Accountability** – we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.
- **Continuous Learning** – we are committed to learning and evolving with our community and our partners.

## DESCRIPTION OF RESPONSIBILITIES

### **Grants Processing (80%)**

#### **For Donor-Advised Grants:**

- Accept donor-advised grant recommendations daily and create grants in GrantedGE software.
- Conduct due diligence; verify tax-exempt status of the organization and charitable purpose of the grant. Make follow-up calls as necessary.
- Do research using Guidestar, other websites, the Foundation's database, etc. to access information pertinent to the grant.

- Create records in the database for new organizations and update existing records with information such as addresses, grant eligibility information, and staff member names and contact information.
- Manage database of eligible organizations, taking into account the Foundation's policies on hate groups and regular updates from Guidestar's Charity Check.
- Maintain letter templates for all grant-related correspondence.
- Manage alerts in grantmaking software regarding donor preferences.
- Research outstanding checks and provide instruction to Finance department on how to handle.
- Troubleshoot issues related to Grant Activity Reports, fund statements, etc. as needed.
- Answer questions from nonprofits regarding these grants.

**For Designated Grants:**

- Manage production of quarterly grants from designated funds and agency endowments.
- Coordinate quarterly payments and letters, and annual grant reports.
- Answer questions from nonprofits regarding these grants.

**Administrative Support/Other (20%)**

- Actively participate as a member of the Philanthropic Services department, attend regular meetings, and collaborate on special projects.
- Send monthly reports to keep Advancement and Philanthropic Services teams apprised of donor-advised grant activity.
- Coordinate the annual mailing of Projected Income Letters.
- Provide back-up for Gifts Processor and Administrative Assistant as needed.
- Provide support for Foundation events as necessary.
- Other duties as assigned.

**QUALIFICATIONS**

- Three years of experience in a processing role or commensurate education.
- Experience with a data management system preferred.
- Demonstrated proficiency in Microsoft Office Suite: Excel, Word, Outlook, and PowerPoint.
- Writing and editing skills.
- Understanding of and commitment to racial equity.
- Customer service oriented.
- Ability to handle multiple tasks and work in a team environment.
- High level of attention to detail and a concern for accuracy.
- Ability to use good judgment and make independent decisions.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.

Salary range is \$34,000 - \$47,000 commensurate with experience. Benefits include paid vacation, holidays, and sick leave. Health insurance, life insurance, dental insurance, and short-term and long-term disability insurance begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance available, employee supplemental retirement plan, charitable match program, and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects our community and encourages applications from a diverse candidate pool.

**Please apply online at [wsfoundation.org/careers](https://wsfoundation.org/careers).**