

Grants Processor and Administrative Assistant

POSITION DESCRIPTION

The grants processor and administrative assistant is responsible for processing donor-advised grants, assisting with other grants such as those from designated funds, and 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. The grants processor and administrative assistant is a non-exempt position.

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. As the oldest foundation in North Carolina and one of the oldest community foundations in the country, we recognize that we are an institution with great privilege and responsibility. In recent years, we have been applying a racial equity lens to all our work, both internal and external. We are committed to thinking and acting in a way that is accountable to the communities we serve and sustains the advancement of racial equity in Forsyth County and beyond.

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

All staff work together to live out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to equity.

Grants Processing (80%)

For Donor-Advised Grants:

- Accept donor-advised grant recommendations daily and create grants in the system
- 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 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:

- In coordination with philanthropic services manager, ensure accuracy of quarterly grants from designated funds and agency endowments
- Record annual grant letters and ensure funds are being spent per the donor's wishes. Follow up with organizations as needed. Update RE records per information on the report.
- 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 weekly Interfund Transfer report to Foundation staff to keep them apprised of interfund activity
- Assist with department mailings; provide backup for mailing of weekly grant checks and letters
- Provide support for organizational endowment events and other Foundation events as necessary
- Other duties as assigned

QUALIFICATIONS

- Previous experience in a processing role required
- Experience with a data management system preferred
- Ability to handle multiple tasks and work in a team environment
- Independent research skills
- Customer service oriented
- High level of attention to detail and a concern for accuracy
- Commitment to the Foundation's values

- Understanding of and commitment to racial equity
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Commitment to continuous improvement

Salary range is \$39,000 - \$44,000, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave 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 with AFLAC, employee supplemental retirement plan, charitable match program, and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation's mission and strategic priorities. We invite applications from diverse candidates and will not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, age, genetic information and veteran or disability status.

To apply, please visit wsfoundation.org/careers. The application deadline is **5:00 p.m. on July 29, 2021**.