

## Grants and Scholarship Manager

**Department:** Grants Management, Finance

**Reports to:** Director, Grants Management and Scholarships

**Hours and Location:** Full time, exempt; Our main office is located in Oakland, California but this role can be completed 100% remotely.

**Starting Salary Range:** \$77,000- \$85,000

**Application Deadline:** Rolling Application Review

### About the East Bay Community Foundation:

Founded in 1928 and supported by over 400 local donors, the East Bay Community Foundation partners with fundholders, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The Foundation is committed to advancing a Just East Bay, where all members of our community are treated fairly; resulting in equitable opportunity and outcomes for all. Today, EBCF manages over \$800 million in community-based assets and offers charitable tools, funds, and investment options to enable donors to give smartly. For more information, visit [ebcf.org](http://ebcf.org).

### Position Summary

The EBCF Grants & Scholarship Manager leads the efficient execution of the grant-making process, ensuring compliance with internal policies, laws and tax rules throughout the grantmaking process. Of equal importance, the Grants & Scholarship Manager will lead EBCF in grantmaking best practices, initiating and driving projects to improve processes across departments, while implementing and utilizing technology and tools for reporting. The position requires a deep knowledge of compliance-related materials, processes and procedures in the field of grantmaking.

The Grants & Scholarship Manager reports to the Director of Grants Management & Scholarships and is an integral part of the Finance Department.

### Essential Duties and Responsibilities:

#### **Grantmaking**

- Leads the grantmaking process from recommendation through grant award and reporting by communicating with client relationship managers (CRMs), donors and grantees;
  - Establishes grant priorities for due diligence based on risk, mission and values, donor recommendations, and grant complexity;
  - Oversees grant evaluation and reporting process;
  - Communicates with domestic grantees to gather information and ensure compliance with IRS rules and regulations and EBCF policies for domestic Expenditure Responsibility grants;
  - Works with third-party consultant to manage occasional international grants;
  - Collects and reviews banking information on grantees in coordination with Finance staff;
  - Develops and coordinates periodic audits of electronic grant files to ensure high quality and consistency of adherence to compliance policies and procedures, as well as final file review;
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- Develops and maintains best practices for grantmaking by designing work-flow processes to facilitate grants administration;
- Undertakes operational improvement initiatives, special assignments, and research projects identified by the Director of Grants Management & Scholarships;
- Represents the Foundation as a compliance leader in the philanthropic field (e.g., Grants Managers Network affinity group);
- Builds and maintains strong partnerships with all team members and maintains regular working relationships with other departments and entities across EBCF; and
- Protects information of a sensitive and confidential nature.

### **Compliance – Program Advisory**

- Partners with program staff to clarify understanding of grant project activities, explain compliance policies, analyze facts, and draw conclusions on recommended next steps; and
- Reviews post-award grant materials to ensure compliance with Foundation and IRS rules and regulations.

### **Tracking and Reporting**

- Coordinates processes for post-award grant tracking and reporting requirements;
- Follows up on reporting issues with grantees and informs CRMs and fund reps as appropriate;
- Graphically represents data and concepts through the use of Excel, PowerPoint and other business tools; and
- Generates and distributes reports to staff, Board meetings, team meetings, site visits, donor meetings and grantee meetings as needed.

### **Scholarship Management**

- Leads all compliance and administration facets of new and existing scholarship funds;
- Maintains deep knowledge of federal scholarship regulations and industry best practices;
- Partners with Development staff to field inquiries about new scholarship funds, from initial inquiry by interested donors to signing of fund agreement;
- Serves as lead administrator for multiple scholarship funds with larger awards or more complicated administration;
- Manages online application portal and supports other designated staff administrators;
- Collaborates with Director of DSAS and CFO on scholarship fund fees;
- Collaborates with Communications staff to update public materials.

### **Business Tools**

- Grants Management software –Blackbaud FIMS, DonorCentral; DocuSign;
- Microsoft Suite including – Excel, Word, PowerPoint, Outlook;
- SurveyMonkey Apply—online application platform for grants and scholarships;
- Zoom, Google docs, Slack

### **Candidate will possess:**

- Ability to approach each day with curiosity, humor, integrity, humility, compassion and optimism;
  - A commitment to learning, accountability, and the team;
  - High-level compliance knowledge in both grants & scholarships;
  - Knowledge of community foundations, private foundations and non-profit agencies;
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- Ability to work well under pressure with frequent interruptions, to prioritize changing workloads in order to meet tight deadlines, and to work both independently and as a member of a team;
- High level of comfort with ambiguity and the strong ability to work collaboratively toward solutions using excellent judgment;
- Strong written and verbal communication skills, including the ability to work well by telephone and email;
- Exceptional attention to detail with ability to link work with the Foundation's goals and objectives;
- Excellent interpersonal skills and ability to establish and maintain effective and respectful working relationships;
- Ability to travel approximately 5% of the time.

### Compensation

The starting salary range for this position is **\$77,000 - \$85,000**; compensation is commensurate with experience and background. EBCF offers an excellent benefits package.

### How to Apply

To apply, please email a combined PDF or Microsoft Word File of a cover letter and resume to [jobs@eastbaycf.org](mailto:jobs@eastbaycf.org). Please use the subject line: **EBCF Grants and Scholarship Manager. Applications will be reviewed as they are received.**

*The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.*

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