The Board & Grants Specialist will be responsible for overseeing and facilitating services provided to FFTC's affiliate grantmaking boards, as well as grant processes of select other programs, as required. This position will directly support and staff FFTC's grantmaking boards, and will provide general administrative support to such boards, including grants databases, data entry, queries, report preparation and other administrative functions.

### Duties & Responsibilities

**Administrative Management:**
- Works with the Vice President & Program Officer and affiliate boards to:
  - Determine annual schedule of board meetings and grant cycles, prepare for board meetings and conduct post-meeting follow-up tasks, and perform other administrative functions related to affiliate boards.

**Grantmaking Support:**
- Works with affiliate and other select grant programs to:
  - Review and update grant cycle guidelines and dates each year;
  - Monitor applications and answer questions from grant applicants regarding grant cycle guidelines and timelines;
  - Initiate due diligence on organizations to ensure they are eligible grant recipients;
  - Review, evaluate, summarize and prepare grant applications for boards and committees;
  - Notify grant applicants of awards and declines and process grant payments;
  - Analyze and evaluate grant performance and results;
  - Maintain databases and reports to manage and report on grant awards for each program;
  - Maintain a knowledge base of current trends, community resources and programs consistent with board / committee investment areas.

**Communications:**
- Participates in board meetings and communicates regularly with boards to prepare for meetings and lead boards through the grantmaking process;
- Communicates proactively with grant applicants, responding to general inquiries about grant cycle guidelines and providing technical support with the online grant application process;
- Drafts news releases and email notifications to announce grant cycle openings and awards.

**Additional Responsibilities:**
- Collaborates with other board & grants specialists and FFTC staff as necessary;

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*
**Job Qualifications**

- College degree required
- Minimum 4 years in a related field
- Excellent communication skills, both oral and written
- Excellent working knowledge of Microsoft Office, with a particular strength in MS Word and MS Excel
- Strong ability to learn new computer applications and assists others with troubleshooting
- Ability to work effectively with donors, volunteer committees, community representatives and staff, as well as ability to work independently
- Travel approximately 50% of the time across the 13-county regions we serve
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

**Position Specific Competencies**

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

*All Employees:*  
- Communication & Interpersonal Skills

*Executive Team:*  
- Leadership
- Strategic Thinking
- Fiscal Stewardship

*All Supervisors:*  
- Delegating Responsibility & Empowering Employees
- Managing Employee Performance
- Ensures Consistent Policies & Practices

*General:*  
- Affiliate Management
- Budgeting & Cost Awareness
- Building Organizational Commitment
- Building Team Environment
- Client Records
- Dependability
- Equipment Skills
- Initiative
- Entrepreneurial Orientation
- Managing Employees
- Ensures Proper Training in New Technologies
- Empowering Employees
- Performance Policies & Practices
- Implementing New Technologies
- Managing Meetings
- Managing Multiple Priorities
- Managing Multiple Priorities
- Meeting Targets
- Managing Meetings
- Product Knowledge
- Management Meeting
- Project Management
- Objectives
- Results Oriented
- Budgeting
- Technical Skills
- Customer Skills
- Dependability
- Ensures Proper Training in New Technologies
- Entrepreneurial Orientation
- Equipment Skills
- Fund Management
- Innovation Thinking
- Job Skills
- Managing Meetings
- Managing Multiple Priorities
- Meeting Targets
- Managing Meetings
- Product Knowledge
- Time Management
- Training & Development
- Writing Skills