



GRANTS MANAGER

Job Description

New Hanover Community Endowment seeks an outstanding individual to join our team as Grants Manager. This position is an ideal fit for an experienced grants manager who loves digging into data and wants to work in a start-up atmosphere with dedicated staff who care deeply about improving the health, education, safety, and economic opportunity of every person in New Hanover County. As a new organization, a start-up; we are looking for people that can thrive where there is no clear roadmap, who enjoys working on a high performing team, has a high interest in moving the needle and getting results, and is passionate about the idea and journey to transformational change.

Background:

The New Hanover Community Endowment's mission is to improve the health, education, safety, and economic opportunity of every person in the New Hanover County community. The Endowment seeks to identify and address the root challenges in these areas, aiming for long-lasting and deeply impactful solutions. Our strategic plan outlines measurable objectives, goals and desired impact the Endowment envisions for New Hanover County in the areas of social and health equity, education, community safety, and community development.

Position Summary:

The Grants Manager is responsible for developing, implementing, monitoring, and documenting systems and procedures that facilitate the execution of New Hanover Community Endowment's grantmaking. The Grants Manager ensures that best practices are followed to ensure compliance with regulatory and audit requirements. In addition, the Grants Manager is responsible for the operational management of the grants data system (Fluxx). This position reports to the Executive Vice-President of Programs & Operations and works closely with staff across the organization.

Responsibilities:

Grants Administration

- Ensures internal and external procedural adherence from the initial intake and due diligence of grant proposals to declination/awards, monitoring of payments and reports, and grant closing.
- Collaborates with staff on Request for Proposals development.
- Assists with grantee requests (e.g., no-cost extensions, budget modifications), in collaboration with program staff.
- Creates an annual master grantmaking calendar to plot the proposal/grant workflow, ensuring an even distribution of staff resources across four quarterly board meetings.
- Develops and oversees standard terms and conditions for grant award letters.
- Conducts IRS compliance and other research as needed.
- Projects monthly cash needs for grant payments, in collaboration with finance staff.
- Assists with applicant and grantee relationship management, including fielding questions and resolving technical issues.
- Trains all staff on grantmaking and grant-monitoring procedures and on the grants data system.
- Uses the grants data system to create new reports and to generate recurring reports for internal benchmarking and monitoring.

- Creates and updates materials for staff, applicants, and grantees as needed; this includes a grants manual, workflows, online application instructions, due diligence process, and staff training materials.
- Works with finance department to ensure complete and accurate grant records and reconciliations for the annual audit.
- Oversees and manages both hard copy and electronic grants document organization and retention.
- Undertakes special projects as appropriate.

Data System Management

- Owns, designs, implements, maintains, tracks, and resolves all matters related to the grants data system.
- Establishes policies and procedures pertaining to the management, security, maintenance, and use of the system.
- Ensures in a timely manner that service-related issues are identified and resolved.
- Responds to data-related requests and addresses user issues; detects and troubleshoots system issues; and maintains upgrades and maintenance releases.
- Automates workflow processes as needed and offers strategic solutions to continuously enhance Endowment processes.

Required Experience and Qualifications

Undergraduate degree or equivalent experience and at least five years of strong, demonstrated data system experience. Grants management or CRM system experience preferred.

Other qualifications include:

- Superb project management and organizational skills.
- Fine attention to detail and follow-through; flexibility and good judgment; and ability to manage and work on multiple tasks.
- Excellent written and oral communication skills.
- Excellent interpersonal skills: collegiality, integrity, and strong customer service skills.
- Excellent computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) and database software. Previous experience with Fluxx is a big plus.

Salary

The salary is competitive and commensurate with experience. Candidates are encouraged to describe their skill set and experience considering the above qualifications.

Send résumé, statement of interest, and salary expectations to NHCE Human Resources via email, Careers@nhcendowment.org and include “Grants Manager” in the subject line.

New Hanover Community Endowment welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.