The mission of Madison Community Foundation (MCF) is to enhance the common good through philanthropy. As the community’s foundation, MCF plays a vital role in local philanthropy, distributing millions in grants each year. MCF is unique in its deep knowledge of the community and its philanthropic expertise. But what makes a community foundation strong is the community of donors who come together through it. Together with donors and the nonprofits they support, MCF strives to help the Madison area become a vibrant and generous place where all people thrive.

Madison Community Foundation is currently seeking a part-time Grants Management Assistant. This position plays an essential role in advancing the grantmaking and fund distribution mission of MCF, providing technical support for internal and external stakeholders, including grantees, donors, fundholders, Board members, volunteers and community leaders who interact with the Foundation.

The Grants Management Assistant provides technical support for all grantmaking functions of the Foundation, including database entry, grant process management, and assistance maintaining an online non-profit resource library. In addition to assisting the Community Impact department with its grantmaking functions, this position is responsible for assisting the Donor Engagement Team in receiving and processing fundholder distribution requests utilizing the GrantsEdge grants management software.

Success in this role requires excellent organizational skills and attention to detail, high integrity and confidentiality handling sensitive donor and organizational information, computer proficiency, and strong listening, written and verbal communications abilities. Database experience a plus.

The Grants Management Assistant reports to the Vice President of Community Impact.

Interested candidates should forward a cover letter and resume to apply@madisongives.org. Competitive hourly rate. Interviews for this position will begin in mid-April 2022.
Role at MCF
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Summary of Major Responsibilities

Grantmaking Support (66%)
- Provide administrative support for competitive and proactive grant programs
  - Receive and process Letter of Inquiry, Field of Interest and Community Impact grant applications
  - Utilize grants management software to track new proposal records, scan/link application documents, prepare proposal summaries and/or reports
  - Schedule and attend Grantmaking Committee meetings (3x/year); prepare meeting materials, record minutes and maintain records
  - Process committee recommendations; prepare grant recommendations for Board approval
  - Create and mail corresponding award and declination letters
  - Coordinate annual component fund grantmaking, including online access and evaluation tracking
  - Assist with the creation and maintenance of the online nonprofit library
  - Share approved grant synopses and photos with Communications Department
  - Draft and coordinate annual Community Impact and Field of Interest Fund(s) donor mailing with the Vice President of Community Impact and the Donor Engagement Team
- Additional duties as assigned

Fundholder Distribution Support (34%)
- Process fundholder distribution requests on a bi-monthly basis
  - Receive and enter new distribution requests from donor web portal or Donor Engagement team
  - Scan/file supporting documentation
  - Create distribution correspondence

Success in this Role Requires
- A proactive work ethic and ability to work independently without direct supervision
- Excellent organizational skills and attention to detail
- High integrity and confidentiality handling sensitive donor and organizational information
- Proficient use of Microsoft Office products including Outlook, Word, Excel, and PowerPoint
- Professional appearance and demeanor
- Strong listening, written and verbal communications abilities
- Grants database experience a plus

Education and Experience
- High school diploma or equivalent required; an undergraduate degree is preferred.
- A minimum of five years of data entry experience in an office environment.