

**Call for Applicants
Grant Program Coordinator**

Date Approved: 5-5-2021

Status: Full-time non-exempt

Reports to: Senior Program Officer

**Salary: Depends on Experience and
Qualifications**

Call for Applicants:

Are you seeking to be a part of a rapidly expanding philanthropic organization dedicated to contributing to a stronger South Dakota? If so, the South Dakota Community Foundation is experiencing significant growth and seeks to expand its grant management team. The Grant Program Coordinator for the Foundation will act as an integral team member in assuring all aspects of the grant making processes, from inquiry to completion, are managed in an effective and timely manner.

If you hold a bachelor's degree in journalism, education, social work, or related field, have some experience in grant application writing, grants administration, grants evaluation, or nonprofit operations and would find Pierre, South Dakota a choice place to live, you might be just the person to join a highly collaborative team of philanthropy leaders working to implement the mission and goals of the Foundation.

This position demands an individual who is highly relational and comfortable working with a fast-paced team, meeting new and challenging responsibilities to advance the impact of the Foundation. Working with staff and contributing to rapid production and responsiveness requires high precision coupled with flexibility.

If you want to be an active, engaged part of a team who is making a difference, please apply to the South Dakota Community Foundation through Sumption & Wyland, consultants for this search, at michael@sumptionandwyland.com.

Position Description Grant Program Coordinator

Date Approved: 5-5-2021

Status: Full-time non-exempt

Reports to: Senior Program Officer

**Salary: Depends on Experience and
Qualifications**

Position Summary

The work of the South Dakota Community Foundation (SDCF) is to seek and obtain charitable gifts, invest funds productively, and use available funds for statewide charitable purposes. Grantmaking is a critical program within the Foundation's mission. Under the guidance of the Senior Program Officer, the Grant Program Coordinator will guide implementation, evaluation, and reporting for a portfolio of grants made by the Foundation. The Grant Program Coordinator will coordinate and implement processes to assure full compliance with all facets of the grants cycle.

Key Responsibilities

- Act as the front line in fielding communication inquiries regarding assigned areas of grant programs within the Foundation.
- Document all inquiries for grant seekers to assure continuity of communication and engagement with prospective organizations seeking support who may consider application.
- Conduct site visits and/or interviews with grant applicants as part of due diligence in eligibility and project design fit.
- Coordinate all grant applications within grants programs or assigned by the Senior Program Officer.
- Complete review of grant applications to assure form, content, and applicant status. Assist in preparing summaries of all applications for funding suitable for use by the grant making committee.
- Set up and assure reporting of all grants funded through the Foundation's public relations process including check presentation, press release, and social media.

- Assist in preparing and monitoring implementation of grants within a portfolio to assure continued compliance and progress.
- Contribute to the annual impact reporting the Foundation.
- Prepare unique impact story ideas for use by the public relations and marketing division of the Foundation.
- Represent the Foundation at meetings, conferences, and other appearances as directed by the Senior Program Officer

Job Requirements/Skills

- Bachelor's degree in journalism, education, social work, or related field is preferred.
- Knowledge of grant application writing, grants management, nonprofit operations, or community recourse development is preferred.
- Understanding, experience, and proficiency in learning new software and applications is preferred.
- Independent, self-starter, organized and able to work with minimal supervision.
- Integrity, passion, and persistence to advance the mission of the Foundation.
- Excellent oral and written communication skills, including strong presentation and listening skills. Ability to read, summarize, and organize large amounts of information into succinct form is critical.
- Highly motivated, proactive, and energetic.
- A strong sense of ethical conduct and adherence to confidentiality.
- Ability to work as a team player in a defined culture with a commitment of service to the Foundation, its staff, board of directors, donors, and all outside constituencies.