Grants and Program Coordinator

The Organization. Mortenson Family Foundation builds partnerships to strengthen community-driven approaches that advance equity, opportunity, and sustainable systems.

Over the last two decades, the Foundation has consistently grown in charitable assets and now provides over $4 million in grants annually. Areas of greatest interest for the Foundation’s giving include:

- Increasing the standard of living for youth and families living in poverty in developing countries.
- Protecting, conserving and restoring biodiversity and habitat in Minnesota’s watersheds, in order to improve water quality; and
- Expanding opportunities for youth and families living in poverty in the Twin Cities by supporting equitable access to academic and social development opportunities and systems.

The Foundation believes that how the work gets done is as important as what work gets done. The Foundation expresses its values of community, service, family, integrity, responsibility, and humility by:

- Growing strong relationships
- Striving for lasting change
- Understanding root causes
- Challenging systemic injustice and inequality
- Learning and reflecting
- Creating and innovating

To learn more about the Foundation, please visit www.mortensonfamily.org

Position summary. The Grants and Program Coordinator is the nexus for the work of the Foundation to strengthen community. This role works in partnership with all Foundation team members to ensure continuity and efficiency of systems and projects across the Foundation. The position is 30 hours per week.

The Grants and Program Coordinator orchestrates the grantmaking process using Foundant, a grants data base; BoardVantage, a software that distributes meeting materials to board, committees, and partners; and WordPress, MailChimp, and Survey Monkey to administer communications.
The position works with Community Relationship Officers across three grant portfolios to configure grant application forms, track grant making processes, and prepare reports. The position processes grant distribution in collaboration with an accounting team. The position assists the Executive Director and Community Relationship Officers with board, committee, and partner meeting preparation and implementation. The position supports communication with partners and community by publishing information on the website and coordinating external distribution of invitations and information. The position provides general administrative and technology support to the team.

While the majority of the role is coordinating the internal-facing technology systems, the role will have a minor amount of external-facing responsibilities of supporting meeting and events with grant partners.

**Primary Responsibilities** include, but are not limited to:

*Grants Administration*

- Configure Foundant database processes, including application forms, reports, grant review documents, and evaluation forms.
- Coordinate grant distribution process by communicating with accounting team; preparing transmittal communications and distribution to grant partners; and monitoring the process for the pledge payments.
- Create grant records in Foundant database.
- Classify and track letters of inquiry, proposals, awarded grants, receipts, and reports in Foundant database and paper and electronic filing systems.
- Assist in preparing and distributing materials for committee and board meetings.
- Assure appropriate due diligence procedures are in place and utilized.
- Continually improve grants management process, and update systems and manuals.
- Design and generate queries, reports, and graphs.
- Track grant receipts, charitable contribution schedules, and reporting to accounting team.
- Respond to inquiries from applicants regarding online application and technical support.

*General Administration*

- Support Foundation meetings, events, and gatherings within Foundation and community spaces. This may include attending the meetings to take notes.
- Publish website updates.
- Coordinate communication distribution.
- Perform administrative functions including preparing correspondence, reports, and other documents.
- Provide logistical support for travel.
- Maintain Foundation electronic and paper filing systems.
**Desired Knowledge, Skills and Abilities:**

- Cultural competency and prior experience with diverse stakeholder groups.
- Passion for making positive, lasting change in community, and interest in the Foundation’s areas of work.
- Excellent interpersonal skills, including experience building relationships and working collaboratively in a team.
- Attends to detail with a high level of accuracy.
- Possesses strong organizational skills.
- Proficient in relational databases; and adept at database configuration and report functions.
- Proficient in MS Word and Excel with capability in creating charts and graphs.
- Strong aptitude for learning new and/or specialized software programs.
- Protects confidentiality of all information handled in the position; and exemplifies highest level of loyalty, discretion, and integrity.
- Flexibility and adaptability.
- Minimum of three years of successful experience in database and administrative support.
- Previous nonprofit experience preferred.

Pay range for the 30-hour week position is $24 - $29 per hour based on experience. Mortenson Family Foundation offers a comprehensive benefits plan including medical, dental, vision insurance; matches team member retirement contributions up to 4%; and paid time off.

To Apply: Qualified and interested candidates should send cover letter and resume to foundationposition@gmail.com. Candidates submitting information by June 22, 2020 will receive priority consideration.