The **Greater Milwaukee Foundation** (GMF) is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking a **Grants Manager**! This position is responsible for managing the day-to-day grant administration, processing grant applications, tracking grants made by the Foundation, obtaining and maintaining reports required from grantees and producing reports for internal and external audiences. As a point of contact for individuals needing reports and grants or grantee information, the Grants Manager ensures that the grant management processes and systems are employed in an efficient manner and meets the needs of staff, stakeholders and grantees. The incumbent assists with the development and implementation of the grants management process including design, maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and reporting of grants data.

**Key Responsibilities:**

- Manages day-to-day operations of the grants administrative process, including creating grant applications, scheduling grants process for different cycles and programs, grant contracts, grant amendments and grantee reporting; ensures the proper disposition of grants and grantee compliance with requirements.
- Designs, implements and monitors grants management workflow processes and procedures; transforms and oversees the continual improvement of grants management operational systems, processes and policies including quality assurance processes; develops, writes, maintains and implements all grants management policies and procedures.
- Oversees grant workflow processes related to data entry to ensure adequate internal controls and ensures quality control of data to ensure accurate and efficient reporting of grants data.
- Supervises assigned department personnel and serves on the Foundation’s Management Team.
- Ensures compliance with IRS regulations and Foundation requirements for all grants.
- Negotiates and facilitates sensitive issues in the grantmaking process among internal stakeholders and external partners.
- Works with the Vice President, CI to analyze, evaluate and maximize the effectiveness of discretionary grantmaking.
- Trains staff on both grants procedures and grants management.
- Serves as liaison with external customers, potential grantees and grant recipients to clarify, interpret and resolve issues.
- Works with Marketing and Communications on quarterly CI funding opportunities newsletter and website updates to ensure high-quality and accurate content.
- Oversees development of accurate, complete and timely materials for all committee and Board meetings.
- Ensures the integrity, order and completeness of the grants database and grant files to comply with legal, audit and Foundation requirements.
- Provides reports and regular analysis of grants data based on needs and requests from internal partners.
Job Opportunity:
Grants Manager

**Qualifications:**

- Bachelor’s degree in related field, or equivalent work experience, required.
- Five (5) or more years of experience in data management and administration with a relational database system; exposure to grants administration, philanthropy and/or nonprofit organizations is highly desirable.
- Solid understanding of relational databases required.
- Demonstrated commitment to racial equity and inclusion.
- Ability to understand IRS and foundation-specific regulations, read basic nonprofit organization financial reports, knowledge of finance and program-related investments, familiarity with basic nonprofit law and expenditure responsibility.
- Strong presentation skills and ability to communicate respectfully and effectively, verbally and in writing.
- Proficient to advanced skills in Microsoft Office Suite applications (i.e. Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases.
- Proven project management skills and success at owning and meeting deadlines.
- Demonstrated superior customer service skills and aptitude.
- Excellent analytical, critical thinking and organizational skills.
- Ability to identify trends or patterns within data and communicate effectively about them.

*We recognize that at this moment, during the COVID-19 pandemic, it is a uniquely difficult time and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position. Some staff may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all staff are asked to work the majority of their time from the GMF office.*

**Salary Range:** $66,000 - $80,000

**Benefits:** We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

**Application Instructions:** Please include resume, cover letter and salary requirements when [applying](#).

*The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.*