



ABOUT JAMES GRAHAM BROWN FOUNDATION

Through targeted philanthropic investments, the James Graham Brown Foundation works with organizations to build on and highlight Kentucky's unique strengths in ways that impact the well-being of the citizens of the city of Louisville and the Commonwealth of Kentucky, and that shed a positive light on the state. Based on Mr. Brown's will, the foundation makes grants in four primary focus areas: Education, Community and Economic Development, Civic and Cultural Assets, and Health and Wellbeing. Since 1954, the Foundation has awarded nearly 3,500 grants totaling more than \$700,000,000 and continues to play a vital role in Louisville and the Commonwealth of Kentucky.

THE OPPORTUNITY

The Grants Management Coordinator (GMC) is an integral member of the James Graham Brown Foundation's (JGBF) Impact Team. The GMC reports to the Program Director and is primarily responsible for helping to ensure consistent and accurate grants and records management in JGBF's grants database. The GMC also provides logistical and administrative support to Program and Evaluation staff on various projects as needed.

Working in a highly detail-oriented environment, this team member must bring consistent accuracy, multi-tasking, flexibility, self-direction, patience, efficiency, and discretion to the role. This job is performed in office full-time.

CANDIDATE PROFILE AND RESPONSIBILITIES

Grants Management

- Help administer the grants management database and online grant portal
- Monitor grants management workflows in grants management database and work with the Program Director to ensure that workflows are completed accurately and efficiently
- Create grant files that meet legal, auditing and Foundation requirements
- Assure compliance with JGBF procedures and policies and IRS regulations
- Process incoming requests, ensuring that all required data and codes are entered accurately into the grants management database

- Schedule reporting requirements and payments for new grants in coordination with Program Officers
- Generate queries, reports, grant histories, and responses to staff inquiries from the grants management database as requested
- Assist in creating and updating dashboards and recurring reports for the Impact Team.
- Maintain multi-year payment schedules and monitor grant balances
- Help train new staff on the grants management database
- Communicate with grantees and applicants about JGBF's grantmaking process by responding to general questions and troubleshooting technical issues with the online grant portal
- Assist in keeping process and procedure manuals up to date

Program Support

- Provide support to Program Officers to maintain grant records
- Help plan and coordinate on- and off-site meetings
- Conduct research in connection with current and new program initiatives
- Assist in the preparation of special reports for trustees, officers, executive staff, and program staff regarding program activities
- Work with Program Officers on website content, including grant making, grantee profiles, news feeds and social media content
- Assist Program Director as needed with administration of the Brown Fellows Program

QUALIFICATIONS

- Bachelor's degree plus at least three years of work experience, preferably in philanthropy or the nonprofit or public sector
- Proficiency with Microsoft Office Programs
- Prior experience working with databases, grants, budgets, and spreadsheets
- Strong organizational, writing, and communication skills
- Excellent analytical and critical thinking skills
- Ability to work independently and as part of a team
- Integrity, discretion, and attention to detail
- Adaptability/Flexibility
- Ability to prioritize and juggle multiple tasks while still paying attention to details

- Capable of functioning as part of a mutually supportive team in a small office environment
- Strong interpersonal skills

COMPENSATION AND BENEFITS

The James Brown Graham Foundation is prepared to offer a salary in the range of \$60,000-\$65,000 commensurate with experience. The position also offers a generous benefits package including health insurance, long-term disability, downtown parking, and a generous PTO and holiday package.

CONTACT

Ashley|Rountree and Associates has been exclusively retained by JGBF to oversee this search. **To apply for this position, please submit a cover letter and resume [here](#).** For confidential questions or inquiries, contact Susan Francke at SFrancke@ashleyroutree.com.

JGBF is an equal opportunity employer and does not discriminate based on gender, race, age, creed, sexual orientation, or any other protected class.