

GRANTS MANAGEMENT ASSOCIATE

Circle of Service Foundation (“COSF”) makes grants in the areas of Community Services, Education, Jewish Community, Medical Research, Violence Reduction and Climate. The COSF office is located in Downtown Chicago. The foundation team is currently working remotely, and in-office work will not be expected before Labor Day 2021.

Grants Management Associate (“Associate”) is a newly created position at COSF. The Associate will work full-time (40 hours per week) to help manage COSF’s day-to-day grant operations and support its grants management system (“GMS”). As a primary point of contact for grant-related information for both internal and external audiences, the Associate will ensure that the grant management processes and systems are efficient and meet the needs of staff and prospective and current grant recipients. COSF expects to select and implement a new GMS in 2021 to support a more streamlined workflow, ensuring due diligence and compliance to internal policies, while prioritizing a more efficient use of grant applicants’ time. The Associate will be an integral part of this transition.

The vision for the Grants Management Associate is to be a thought-partner for the Director of Grants Management and Operations working directly with all members of the foundation team, helping to align the grant process with COSF’s strategic direction. The ideal candidate will be a team player with exceptional analytical and communication skills, a strong understanding of process and change management, a dedicated work ethic, and enthusiasm for continuous improvement.

Major Responsibilities:

Grants Management

- Conduct preliminary due diligence on grant applications and reports, including verifying eligibility and compliance, scheduling site visits and follow-up as needed.
- Respond to inquiries from prospective and current grant recipients regarding all aspects of the grant process.
- Maintain grant files to meet legal, audit and foundation requirements.
- Support weekly grant payment processing, adhering to internal controls.
- Aid in drafting and communicating correspondences, such as board materials, grant agreements, reporting reminders and application questions.

Knowledge Management and GMS Administration

- Partner in the new GMS selection and implementation.
- Work with COSF team to ensure data integrity, for data migration and ongoing.
- Share in providing technical support, searches and training related to GMS and other systems.
- Create and maintain a procedures manual for the new GMS.
- Prepare reports for staff and board, as requested.
- Document lessons learned and apply that knowledge to improve the grantmaking process.

General

- Schedule and prepare for meetings, as needed.
- Serve as back-up to other team members.
- Assume additional responsibilities as needed.

Preferred Qualifications and Experience:

- Three or more years of work experience with grant making and/or grant seeking preferred.
- A high level of comfort with technology and an aptitude for learning new software.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook), with experience with grants management software preferred.
- Excellent attention to detail with the ability to manage multiple projects simultaneously.
- Dependable organization, prioritization, judgment, and time management skills.
- Strong written and verbal communication skills including the ability to communicate technical concepts to a variety of audiences.
- Highly dependable, flexible and able to work independently.
- Ability to maintain confidentiality and a high level of discretion.

The information contained in this job description is intended to convey information about the essential functions and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity.

Compensation and Benefits:

The salary is competitive and commensurate with experience. COSF offers an excellent benefits package with includes insurance (health, dental, life, long-term care and disability), 401 (k) retirement plan with match and Pre-tax Transportation Benefits (after office reopens).

Applying:

Please submit resume, cover letter and contact information to info@cosfoundation.org with GM Associate Resume in the subject line. The application review process will start immediately and continue until the position is filled. Please note that the finalist(s) for the position will need to submit to a background check and drug testing.