

## **CHARLES AND HELEN SCHWAB FOUNDATION TEMPORARY ROLE OF GRANTS MANAGER**

### **OVERVIEW:**

Charles and Helen Schwab Foundation (CHSF), a family foundation with headquarters in San Francisco, is hiring for the temporary role of Grants Manager to provide coverage during the maternity leave of a current staff person. This would be a six-month position (starting March 15th and ending September 15th), and it would be part-time (20-hours per week, potentially more hours if needed). The ideal candidate will be someone with prior experience as a grants manager using the Foundant GLM software. We are looking for a team player who can hit the ground running and who is proactive, hard-working, flexible, well-organized and has a proven track record of working independently.

CHSF provides grants to charitable organizations serving low-income children, youth and families in the Bay Area and nationwide. More information is available at [www.schwabfoundation.org](http://www.schwabfoundation.org).

### **DUTIES & RESPONSIBILITIES:**

- Manages the efficient flow of grants through the grant lifecycle in the Foundant system, from due diligence, application, and approval to payments, grant reporting, and closure.
- Creates, maintains, and updates grant files, grant coding, contacts, follow ups, and email reminders within the Foundant system. Runs reports and conducts ongoing database auditing, including continuously double checking for errors and cleaning grant files.
- Acts as a point of contact for applicants and current grantees including troubleshooting with those who have problems using the online system, following up with grantees regarding late submissions, assigning follow-ups, uploading documents for those who need help, etc.
- Generally ensures compliance of grant files with internal procedures and also IRS regulations
- Prepares all grant agreements and legal documents related to grants, contracts, and payments. Works with staff, grantees, and outside vendors to finalize and fully execute all agreements and to ensure timely payments.
- Acts as point of contact for vendors.
- Translates grant data into tables, charts, and graphs that are visually appealing, nicely formatted, and easy to understand.
- Assists with preparation and finalization of materials for board meetings and in response to trustee requests.

### **QUALIFICATIONS:**

- Experience with grants management - required
- Fluency with Foundant's Grant Lifecycle Manager (GLM) software - required
- Extreme professionalism, decorum and sensitivity to confidential matters
- Outstanding communication skills (writing and speaking)
- Excellent customer service skills
- Prompt and dependable, good follow through
- Detail-orientation, exceptional organizational skills
- Self-starter who works well independently
- Excellent time management and ability to prioritize tasks and work efficiently

- Creative thinker and problem solver
- Preferred experience with: Google Suite, Microsoft Suite (specifically Excel and Word for charts and graphs), Evernote, Zoom, and Bill.com

**LOCATION:** Remote. Open to applicants outside the Bay Area.

**COMPENSATION:** Negotiable, depending on experience.

**TO APPLY:** Please submit a resume and cover letter to [info@schwabfoundation.org](mailto:info@schwabfoundation.org) no later than Friday February 26th, 2021.