



California Community Foundation Position Announcement

Donor Relations and Grants Assistant

The California Community Foundation (CCF) is a nonprofit grantmaking foundation that administers more than 1,600 individual charitable funds to meet existing and emerging needs in the Greater Los Angeles area. CCF is one of the largest and fastest growing community foundations in the United States. With assets of more than \$1 billion, CCF has awarded more than \$200 million in grants and received more than \$180 million in contributions annually over the past three years. Since 1915, CCF has been helping individuals, families, corporations and nonprofits establish and develop their philanthropic visions. While CCF's focus is *Building the Future of Los Angeles*, we make progress toward that ambitious goal by helping our donors and our fundholders realize their philanthropic objectives. In partnership with our donors, the foundation supports nonprofit organizations and public institutions with funds for arts, human development, neighborhood revitalization, education, civic engagement and health care programs.

The position

Reporting to the Director of Donor Relations and Grants Management, this position supports the Donor Relations and Grants Management (DRGM) team on all components of grants administration and processing. The position works closely with the DRGM team to administer grant and expense processes for donor advised, scholarship, restricted, supporting organization and agency funds, as well as staff matching grants and special projects. Responsibilities also include general fund management to support the questions and needs of CCF donors and grantees. This position requires an individual who can prioritize and multi-task while maintaining a high level of customer service among donors, fund-holders and grantee organizations.

Major Responsibilities:

1. Donor Serviced Grants: Supports the DRGM team in performing due diligence on donor advised grant recommendations. This may include contacting nonprofit organizations with questions on grant recommendations as well as printing and mailing grant checks and award letters.
2. Scholarships: Coordinates the due diligence processes to ensure that all committee-advised and restricted scholarship funds are operating under CCF guidelines. This includes ensuring that CCF has reviewed and approved all committees, outreach and candidate selection processes for each fund in advance of making annual disbursements. Stays current on IRS regulations and Council on Foundations guidance on best practices within scholarship grantmaking.
3. Discretionary Grantmaking: Supports the DRGM team to create constituent records for individual contacts and organizations seeking to register and apply for competitive grants through NonprofitConnect. Organizes and implements the printing of LOIs, applications and grant agreements before they are handed to the Programs department. Monitors and implements a process whereby interim reports are collected and subsequent payments are generated.
4. Restricted Grantmaking: Coordinates the due diligence and annual distribution of grants from restricted funds.
5. Quarterly Statements: Assists with the production of and coordinates the mailing of quarterly activity statements for all donor serviced funds at CCF.
6. Donor Relations: As needed, responds to donor/fund contacts and nonprofit inquiries, other

California Community Foundation Position Announcement

concerns and special needs. This includes fund inquiries, grant and contribution histories, report requests, fund balances and informing donors of foundation policies and procedures related to grant making from donor serviced funds.

7. Education: Stays current and knowledgeable on all internal grant making policies and guidelines and stays current on external regulations and best practices, specifically those relevant to scholarship grants.
8. Departmental Coordination: Communicates regularly with all departments on donor activities, special needs, issues and concerns. Attends the Finance department meetings. Works closely with Development to address customer service needs & concerns.
9. Special Projects: Assists with special projects as needed.
10. General: As appropriate, works as a member of interdepartmental teams to ensure effective and efficient CCF operations. At all times, demonstrates cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills.

Qualifications:

1. Experience: 1-2 years experience working in development, donor or alumni relations preferred.
2. Education: Bachelor's degree preferred.
3. Customer Service Skills: Superior customer service skills to external and internal constituents. Excellent listening skills, follow-through and problem-solving abilities.
4. Communication Skills: Excellent interpersonal, verbal and written communication skills.
5. Organizational Skills: Excellent organizational skills and attention to detail. Ability to prioritize work effectively and adjust to multiple demands.
6. Technology Skills: Proficiency in computerized accounting systems, mastery of MS Office applications. Knowledge of Blackbaud software preferred.
7. General: Highly motivated and self-confident, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through to completion.

Compensation:

This is a full-time, non-exempt position. Salary dependent on experience. A generous benefit package is provided to all full-time staff, including medical, dental, LTD, life, FSA and retirement benefits.

To apply to this position, please send the following:

1. A cover letter sharing your interest and qualifications for the position
2. An updated resume
3. Your salary history for the past five years as well as your salary requirements

Please send these documents by e-mail to: selectioncommittee@ccf-la.org

Please reference "Donor Relations and Grants Assistant" in the subject line of your submission.

Faxes will be accepted at (213) 383-2046, but e-mails are preferred. No calls, please.

CCF is an Equal Opportunity Employer.