

Grants Manager

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The Grants Manager position is a self-motivated role tasked with overseeing external revenue sources, ensuring adherence to contractual obligations, and advancing the organization's financial integrity and sustainability. While this role does not include supervisory responsibilities, it demands effective collaboration and diligent deadline management across various departments. This position is responsible for developing and maintaining robust systems and processes, and involves close partnership with the Finance Department to guarantee the accuracy and timeliness of all financial activities.

Additionally, the Grants Manager will proactively seek opportunities to identify new revenue streams and enhance current avenues for income generation. An analytical mindset and strategic approach to revenue development will be critical for driving organizational growth.

Duties & Responsibilities

- You will ensure high-quality communication and effective collaboration in all interactions, both with external parties and with internal staff and board members.
- You will report directly to the Director of Programs and collaborate with them, as well as other stakeholders, to ensure the effective administration and management of both internal and external funding sources.
- You will be responsible for designing, organizing, and overseeing the implementation of all standard operating procedures within the Programs Division related to revenue development and management.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Exempt -

Job Functions

Award Management and Development

Direct Reports

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Position Reports To

Director of Programs

Career Pathway

IC300

- You will collaborate with both the NMF Finance Department and Programs Division to ensure accurate processing and authorization of award payments by conducting thorough due diligence and maintaining comprehensive records for all Programs Division awards.
- You will assist program fund managers in ensuring adherence to all external funder contracts, including both financial and programmatic reporting requirements.
- You will collaborate closely with the Finance Department to ensure revenue tracking and compliance are consistent with organizational systems. You will prepare and submit financial and progress reports to funders promptly and accurately.
- You will be responsible for designing, enhancing, and sustaining systems that ensure accurate tracking of revenue, expenses, and related reporting.
- You will collaborate with program fund managers to monitor monthly expenditures and ensure timely spenddown in accordance with award contract terms.
- You will assist NMF program staff in addressing capacity gaps as needed to ensure the achievement of programmatic objectives.
- You are responsible for maintaining a comprehensive, current repository of all standard documentation necessary for grant submissions, ensuring these materials remain consistent, easily accessible, and prepared for timely application.
- You are accountable for the oversight, maintenance, and execution of a comprehensive revenue development strategy. You will ensure that all funding opportunities are pursued, deadlines are met, and potential new funding streams are systematically incorporated into the strategy.
- You are responsible for all other duties as assigned.

What success looks like:

- You foster a culture of operational excellence, exemplifying courteous conduct and prompt resolutions to inquiries from both external and internal stakeholders. Your curiosity about the organization and the region we serve drives you to develop a comprehensive understanding, enabling you to better support our communities. You consistently demonstrate initiative and actively promote internal collaboration.
- You excel in a dynamic, fast-paced office environment, efficiently managing multiple requests through effective prioritization, clear communication, and meticulous accuracy. You embrace teamwork and maintain strict attention to detail, ensuring that all information disseminated by the Foundation is precise and error-free.
- You possess a strong technological aptitude and are committed to achieving “Superuser” proficiency in assigned software programs.
- You pursue innovation with a focus on continuous improvement. Your attention to detail ensures effective revenue management and strategic use of resources.
- You proactively seek out best practices to enhance the administrative functions of NMF programs and value collaboration, providing support to colleagues through a team-oriented approach.
- The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve. You embrace opportunities to grow your skills to strengthen Diversity, Equity, and Inclusion (DEI) within the Foundation and the region.

Obligations

Ownership of:

- Grants manager and revenue tracking.
- Implementation of revenue development strategy

Will collaborate in:

- Administrative support of Programs Division
- Grant writing

Qualifications

Required:

- Bachelor's degree or equivalent in philanthropy, project management, business, or related degree or an equivalent combination of education and experience.
- Minimum of two years of related professional experience.
- Demonstrated proficiency with technology and cloud-based systems, including Microsoft Office Suite.

Preferred:

- Knowledge of office principles, practices, procedures, and equipment.
- Knowledge of business English, spelling, and basic math.
- Basic accounting knowledge.
- Knowledge of computer procedures and operations.
- Ability to communicate clearly and effectively.
- Organizational skills with an ability to focus on details.
- Strong time management skills.
- Ability to practice patience and flexibility.
- Ability to function in a team relationship.
- Passion for the mission of the Northwest Minnesota Foundation

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive salary (minimum \$52,775 to a maximum of \$85,759), commensurate with experience and qualifications.
- The primary location for this position is the Foundation's headquarters in Bemidji, Minnesota. However, a flexible/hybrid option is available where the employee is expected to be physically at the headquarters for an agreed upon number of days and has the option to work from a remote work location the other days.
- This position will require travel locally, regionally, state-wide, and potentially nationally.