



Job Title: Program Associate for Grantmaking
Department: Grants and Community Impact
Reports to: Vice President for Grants and Community Impact
Effective Date: October 2022
Salary Range: \$55,000 - \$60,000 salaried, non-exempt

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermont through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. The Foundation’s work is focused on closing the opportunity gap—the divide that leaves many Vermonters struggling to build bright, secure futures no matter how hard they work. For many Vermonters, getting ahead in life is not simply a matter of hard work, it is a question of access to high-quality education, to meaningful job opportunities, and to healthy and vital communities. Our employees are passionate about making a difference in Vermont and finding ways to close this gap. We approach our work with curiosity, respect, and integrity, and believe in collaboration, equity, and diversity. When you join our team, you and your work matter.

Position Overview

The Program Associate for Grantmaking will play a key role on the Grants and Community Impact (GCI) team running the Foundation’s competitive grantmaking processes. The GCI team provides leadership, partnership, and investment strategy at the local, regional, and statewide levels centered on closing the opportunity gap. In running the Foundation’s competitive grantmaking processes, the Program Associate for Grantmaking is responsible for working with grant review teams, both internal to the organization as well as external teams, comprised of individuals from a variety of backgrounds, perspectives, geographic locations, areas of expertise, and lived experiences. This position helps to form and support grant review committees, develop grant rounds, respond to questions about grant opportunities, and analyze and track data on grants awarded.

For this position, we are looking for candidates who are comfortable supporting collaborative processes with diverse groups of people, curious to learn about new strategies for grantmaking, eager to dig into data and spreadsheets, and able to support the team in its use of the grants management software. We require a team member who is deeply committed to promoting equity, addressing structural racism, and fostering belonging for all. We welcome self-starters that value collaboration, understand systems thinking and demonstrate keen attention to the details, and will expand the range of lived experiences, creative thinking, and expertise on the GCI team.

The impact you will have:

- Stewarding inclusive and meaningful grants review processes to support work happening in Vermont communities
- Helping nonprofit organizations better understand the Foundation's funding opportunities and supporting in their efforts to prepare and submit grant applications
- Collecting and documenting stories of impact submitted through grant reports from funded organizations

The experience you will get:

- Deepening your understanding of the types of strategies that will help close the opportunity gap for Vermonters who are struggling to make ends meet
- Building close working relationships with a wide variety of nonprofit organizations and partners at the local, regional, and state levels
- Leveraging grant dollars and local investments to make a lasting difference in the lives of Vermonters
- Serving as a valued member of a dedicated, high-functioning team and an organization committed to making Vermont's communities stronger
- Contributing to efforts to grow and expand funding directed to Vermont communities while also exploring innovative and collaborative ways to do grantmaking

The work you will be doing:

- Developing and running collaborative, community-oriented grantmaking processes based on best practices, including recruitment of grant reviewers, training, and stewardship of relationships
- Working directly with grant seekers via phone and email to answer questions and provide clarification of the Foundation's overall grantmaking priorities, direction regarding application procedures, and feedback on proposals
- Developing and managing the Foundation's annual competitive grants calendar in collaboration with other team members and external partners
- Reviewing competitive grant program materials annually in preparation for taking programs live, including applications, evaluation forms, interim and final reports, and website copy
- Working with the communications team, updating website copy as needed, and drafting funding alerts and press releases for the competitive grant programs
- Screening applications into the Foundation's competitive grants programs for completeness prior to committee review, actively participating in reviewing grant applications to the Foundation's grant programs
- Working with team members across the organization to implement a shared funding strategy through the Giving Together program, including planning and coordinating the annual calendar and workflow, and tracking co-funded grants
- Gathering, tracking, and analyzing data at statewide, project-based, and grant program levels to better communicate the systems-change work of the opportunity gap
- Consistently working interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, partners, and collaborators
- Providing technical support and training for applicants, grantees, internal staff, and external committees and/or advisors regarding use of the online grants management software
- Serving as additional support to the grants specialists by completing eligibility checks on applicants and processing grant payments as needed
- Supporting grantmaking through other GCI initiatives, including programs such as the Health Equity grants, Welcoming & Inclusive Communities, the Changemakers Program, and others
- Balancing a full workload while working in close collaboration with the GCI team

The skills, experience, and characteristics you will need to draw on:

- Knowing how to show up for others, contribute where needed, build trust, meet deadlines, and problem solve
- A positive attitude, the ability to communicate authentically, and the self-knowledge to handle tough conversations with grace
- Being a deep thinker who is able to take action, work with self-direction, and adeptly adjust when the need for change or new direction arises
- Comfort and ease facilitating decision-making conversations across varied grant programs and committees
- Respect for colleagues, donors, and community partners and eagerness to engage with the Grants and Community Impact team in collaboration and shared learning
- Excellent customer service and responsiveness to community partners, statewide audiences, philanthropic partners, colleagues, and fundholders
- Ability to travel throughout the state, go above and beyond when needed, and balance multiple, competing demands
- Commitment to contributing to an inclusive and anti-racist work environment
- Proficiency in Microsoft Office products, high level of comfort working in Excel, experience with any grants management software is a plus but not required

Location

This position may be hybrid, with access to our Middlebury or Burlington office.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.