



**Greater Northwest Kansas**  
COMMUNITY FOUNDATION

**Job Description**

**Grants & Scholarships Coordinator (*Part-Time but will transition to Full-Time*)**

***with the addition of***

**Administrative Responsibilities (*Part-Time until Full-Time as Coordinator*)**

**Reports To:** Director of Grants and Scholarships

**Work Hours: Full-Time** – 36 hours per week on average (9 hours x 4-day work week); hourly paid position, overtime non-exempt

**Foundation Overview:** The Greater Northwest Kansas Community Foundation (GNWKCF) is a 501(c)(3) non-profit public charity; established in 2009 with the goal of bettering our communities in northwest Kansas by providing a well-versed philanthropic vehicle for donors to give. Our rural communities are in a constant battle to maintain healthcare services, keep education funding and enrollment numbers where they need to be and to provide a quality of life that's suitable for all ages. As we progress forward as a regional community foundation, an important focus that we are assisting local foundations with is establishing endowment funds for the benefit of their respective communities and/or counties, schools, churches, and non-profit organizations. By creating endowment funds, a permanent source of funding will exist forever to help combat local issues and assist with ever-changing community needs. Our current primary service area includes a 13-county coverage in immediate northwest Kansas.

**Position Overview:** The Grants and Scholarships Coordinator is responsible for assisting the Director of Grants and Scholarships with all aspects of grants and scholarship management. This individual is responsible for assisting the Director of Grants and Scholarships and Executive Director while working in coordination with other staff, in furthering the work of GNWKCF.

**Primary Job Responsibilities**

**Grants and Scholarship Coordination**

- Review incoming grant and scholarship applications for completeness and eligibility; work with the applicant to have corrections / additions made prior to the review process. Work with the Director of Grants and Scholarships when eligibility is in question.

- Review grant and scholarship follow-up reports for completeness prior to marking report complete. Flag potential content for marketing materials. Report any concerns in follow ups to the Director of Grants and Scholarships. Follow up on overdue reports.
- Assist in processing and tracking grant and scholarship award payments, including correspondence.
- Assist in maintaining backup grant documentation in physical and electronic files for all grants and scholarships managed by GNWKCF.
- Respond to incoming calls and emails regarding grants and scholarships in a timely and professional manner; ensure all communication regarding specific grants and scholarships is tracked within online portals.
- Assist in maintaining documentation for use and maintenance of the online grants and scholarships portal and related processes.
- Maintain a positive working relationship with grants and scholarships software vendor and stay current with updates.
- Maintain a positive relationship with all fund donors.
- Work with Marketing Dept to promote grant and scholarship opportunities and awards through social media and website.
- Train with the Director of Grants and Scholarships to become a back up to creating new application processes and understanding grants and scholarships cycles.

**Administrative Responsibilities** *(these responsibilities will lessen as the grants and scholarships focused tasks become more prominent on a full-time basis)*

- Provide administrative office support, including but not limited to:
  - Answering incoming phones.
  - Opening mail and taking appropriate action on incoming mail.
  - Performing data entry.
  - Maintaining accurate foundation records; updating spreadsheets and running reports.
  - Assisting with meeting preparations, including, but not limited to: travel arrangements, catering arrangements, agenda and documentation packets.
- Assist with projects and provide technical and administrative support to the Executive Director, Director of Grants and Scholarship and the Director of Finance.
- Compose, revise and proof letters, reports, and other correspondence as requested.
- Work with appropriate department to create and/or update office procedure manuals.
- Work with Marketing Dept to update marketing materials, provide social media content and impactful grant and scholarship stories for annual report submissions.

**Fiscal Responsibilities**

- Responsible for assisting with accounts payable processing of scholarships and grants.
- Responsible for assisting with accounts receivable processing of refunds on scholarships and grants.

## **Other**

- Assist with all Hansen Foundation initiatives (Match Month, Strategic Doing, Grants).
- Perform other related duties, special projects and training as assigned.

## **Qualifications/Requirements**

- Self-starter; quick learner; and willingness / aptitude to learn technology software configuration.
- Ability to work with a minimum of supervision, set work priorities, look for opportunities to assist and improve the day-to-day operations.
- Strong computer skills, proficient in Microsoft Office software programs.
- Strong attention to detail and accuracy, including proofing and editing.
- Excellent listening, writing and verbal communication skills.
- Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment.
- Ability to multi-task and cope with interruptions, changes, and deadlines.
- Ability to maintain confidentiality.

## **Desired Experience/Knowledge**

- Knowledge or experience with community foundation work and the non-profit sector.
- Knowledge of Northwest Kansas.