



THE HERBERT H. AND GRACE A. DOW FOUNDATION

Title: **Grants Administrator**

Employment Type: Full Time

Compensation: Commensurate with experience.

Application: Please send cover letter, resume, and three references (include email addresses) to:

The Herbert H. and Grace A. Dow Foundation

Attn: Human Resources

1018 W. Main Street

Midland, MI 48640

Resumes will be collected through January 31, 2023

Position Summary

Under the supervision of the Executive Director, the Grants Administrator's major responsibilities are to work closely with the Executive Director and Board President to process and present grant proposals, conduct due diligence and reporting on grants throughout the grant lifecycle. The Executive Director will rate performance on an annual basis. The Grants Administrator will serve as an active member of the Leadership Team helping to develop and implement the organization's vision and mission.

Primary Responsibilities

- Review, research, and present grant proposals for consideration by President, Executive Director and Board of Trustees
- Schedule and participate in meetings with grantees, applicants, community representatives, grantmaking organizations, and others as needed
- Assist with preparation of meeting agendas, minutes, and other documents
- Schedule approved grant payments and communicate reporting requirements to grantees
- Monitor grants through site visits, reading reports, and media
- Conduct grant follow-up and report to President, Executive Director and Board of Trustees
- Perform other duties as assigned

Qualifications

- Bachelor's Degree or equivalent experience in English, Communications, Business, or relevant field
- 3+ years of experience with grants administration or nonprofit organizations
- Creative problem-solving
- Strong project management and time management skills; highly organized, and detail-oriented
- Enjoy working independently and as part of a team
- Proficiency with Microsoft Office required (Word, Excel, Outlook, and PowerPoint)
- Experience with Blackbaud grant management software or experience with similar grant tracking database software
- Proficient verbal and written communication and interpersonal skills
- Demonstrated ability to maintain positive relationships with colleagues and partners
- Maintain confidential information and approach work in a meticulous manner with an ability to multitask