



**POSITION TITLE:** Grantmaking Officer  
**CLASSIFICATION:** Salaried, Exempt  
**TEAM:** Community Leadership  
**SUPPORTS:** Vice President of Grants and Community Impact

**POSITION SUMMARY:**

The Grantmaking Officer is responsible for implementing and managing the Foundation’s Grantmaking Framework. This includes application development, grants review and presentation, grants management, and grants monitoring. The Grantmaking Officer works to ensure that the Foundation’s Grantmaking Framework is effectively carried out and is in alignment with the Foundation’s vision, mission, and values.

The Grantmaking Officer also conducts research, analyzes data, and presents promising practices to inform the Foundation’s program of work. This position represents the Foundation in community meetings and establishes and maintains effective relationships with area nonprofit organizations, business leaders, neighborhood leaders, faith leaders, and donors.

**ESSENTIAL FUNCTIONS:**

**GRANTMAKING AND NONPROFIT ENGAGEMENT**

1. Implements, manages, and evaluates the Foundation’s Grantmaking Framework (i.e., Continuous Improvement, Nonprofit Effectiveness, Nonprofit Capacity Building Boot Camp, *Just Because*, Spartanburg County Disaster Relief, Spartanburg Community Thanksgiving Service, and Discretionary grants).
2. Actively participates as a member of the Community Leadership Team in setting grantmaking priorities and ensures that the Foundation’s grantmaking framework is aligned with the mission and vision of the Foundation.
3. Serves as lead contact for the Foundation’s grantmaking and provides clarification of Foundation priorities and grantmaking framework to grantseekers and grantees.
4. Leads all aspects of the Foundation’s grant management system from application creation to final reports.
5. Reviews all grant applications and conducts due diligence, including site visits.
6. Prepares and presents written and oral analyses of grant applications to the Grants Review Committee, Community Leadership Committee and/or other Foundation constituents.
7. Prepares grant award letters, declination letters, and agreements.
8. Monitors receipt of grant reports, including expenses and revenues, and follow-up with grantees.
9. Provides technical assistance to nonprofits and the community by connecting them to resources and encouraging collaboration.

**COMMUNITY ENGAGEMENT AND DATA ANALYSIS**

1. Prepares and presents analyses of data related to the Foundation’s Continuous Improvement grantmaking areas and uses data to inform decision-making.
2. Participates in the development and implementation of briefings, educational forums, and community convenings to build awareness, inform decision-making, and promote collaborative action.
3. Actively builds a thorough knowledge of community data trends, research, and stakeholders.
4. Seeks opportunities to leverage local, regional, and national funding to address Spartanburg County’s most critical needs.

5. Participates as needed in the implementation and evaluation of the Foundation's Community Leadership Initiatives (i.e., Nonprofit Connect, Nonprofit Capacity Building Boot Camp, Grassroots Leadership Development Institute and Alumni Association, Highland Neighborhood Leadership Institute, Minority Business Connect, Spartanburg Interfaith Alliance, etc.)
6. Participates in the recommendation of evolving or sun-setting initiatives.
7. Builds relationships and trust with public, private, nonprofit, and neighborhood leaders in Spartanburg County to grow knowledge and be a resource.
8. Represents the Foundation in meetings throughout the community.
9. Plays a leadership role in bringing information and ideas into the organization.
10. Responds to other needs as they arise.

*Disclaimer: Listed above are the primary duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

**COMPETENCIES:**

1. Working knowledge of the history and cultural background of the local communities in Spartanburg County plus the ability to build trust and collaboration across diverse differences.
2. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths.
3. Computer literacy with proficiency in Microsoft Office and the ability to quickly learn the Foundation's software.
4. The ability to express ideas clearly in both written and oral communication. The use of networking is essential.
5. Demonstrated ability to work autonomously, manage multiple tasks simultaneously, and mobilize and use outside resources. Ability to work effectively with corporate, nonprofit, neighborhood, and faith leaders.

**EDUCATION AND EXPERIENCE**

1. Bachelor's degree with major course work in an appropriate discipline preferred. Associate's degree required.
2. Five years of experience in the not-for-profit sector preferred and knowledge of promising practices and policies for grantmaking.

**SUPERVISES:** None.

**PHYSICAL DEMANDS**

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 25 pounds at times.
3. Must be able to navigate various departments of the organization's physical premises.

**TRAVEL REQUIRED:** Occasional travel to off-site meetings required.

**EQUAL OPPORTUNITY STATEMENT:**

The Spartanburg County Foundation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, pregnancy (or medical needs arising from, or related to, pregnancy or childbirth), national origin, citizenship, disability, genetic information, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws. The Foundation strictly prohibits unlawful discrimination and harassment of any type.

This policy applies to all terms and conditions of employment, including (but not limited to) recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.