

# Grants Associate

## Longwood Foundation

### Application Instructions

Applications will be accepted electronically using the following form: <https://wkf.ms/3D68xOC> Please be prepared to upload a resume and answer the two written questions outlined on the form. The deadline to apply for this position is April 1, 2025.

### The Longwood Foundation and Our Grantmaking Approach

The Longwood Foundation was founded in 1937 by Pierre S. du Pont. Since then, the Foundation has provided over \$2 billion in grants to nonprofits serving the state of Delaware and Kennett Square, Pennsylvania. Our mission is to be a catalyst to strengthen nonprofits in our geographic region. To achieve this, we provide grants through responsive grantmaking and capacity building investments currently focused on nonprofit leaders. Within responsive grantmaking, each year we operate two grant cycles which award between \$20 million - \$35 million annually, utilizing a unique analytic framework to evaluate grant proposal and determine funding recommendations. As a Foundation and team, we operate in service to the nonprofits in our region by providing exemplary administrative support to all prospective applicants and grantees. Our open and responsive process employs a rigorous and high bar. We prioritize administering a grantmaking process that is equitable and transparent so that we can make the most impactful funding decisions for our region. We aim to support and equip all interested and eligible organizations within our geography with the tools and technical information necessary to successfully navigate our grantmaking process. We do this by being highly responsive, thoughtful, and intentional in all communications and interactions with internal and external stakeholders. Our process evolves slightly from cycle to cycle, which requires high levels of adaptability and flexibility to maintain a best-in-class experience for all those with whom we come in contact, whether the organization is awarded funding or not. We are an agile, values-driven, and service-oriented Foundation, and we believe that we are stewards of our mission and overarching vision: that our funding will enable nonprofits to better serve their communities, thereby improving quality of life in our region.

### Overview/Position Summary

The Grants Associate is an integral member of the responsive grantmaking team who works both independently and collaboratively with team members and leadership to advance the Foundation's mission. The Grants Associate is key to facilitating internal grantmaking operations. They will oversee the administrative and technical aspects of the grant lifecycle, including maintaining and updating the Foundation's grant management system (Foundant). This position is responsible for ensuring that all grant-related documents and procedures are maintained and executed professionally, equitably, and efficiently.

The Grants Associate oversees the grants management system and processes all grant-related documents within the portal, working closely with the Grants Manager to ensure data integrity across all grantmaking systems. This position manages a high volume of data and records, internal and external communications, and serves as the primary point of contact and provider of technical support for the grants management system to prospective applicants, grantees, and other stakeholders. The Grants Associate will prepare and edit significant sections of the Board Book of grant requests for Trustee consideration. This position also manages and updates the grantmaking sections of the Foundation's website to ensure that all related communications are current and accessible at all times. They will also provide administrative support for applicant and grantee events. The Grants Associate also assists the Senior Program Officer, Grantmaking and the Grants Manager with the optimization of the grant administration process to support evolving Foundation needs and contributes to shared learning and continuous improvement initiatives, striving to make the grant administration processes as equitable, efficient, and effective as possible.

## Responsibilities

### **Grants Management System & Processes, Grant Cycle Management, and Technical Assistance (70%)**

- Manages the grants management system, (currently Foundant), and collaborates with the Grants Manager to administer the responsive grantmaking process via established internal policies and practices.
- Coordinates with the Grants Manager and Foundation Controller to issue and track grantee communications, grant agreements, grantee award letters, electronic fund payments, follow-up forms, and other necessary documentation following the Foundation's funding decisions – ensuring they are accurate and comprehensive.
- Maintains, updates, and distributes electronic communications and notifications within the grants management system to facilitate communications between the grantmaking team and external parties.
- Assures the accuracy and integrity of the grants management system via regular system maintenance and updates; creates new processes within the system as needed.
- In collaboration with other members of the grantmaking team, creates reports using the grants management system for internal processes.
- Serves as primary point of contact for grants management system-related inquiries, troubleshooting issues with system access, and providing administrative guidance and technical support to facilitate applicant/grantee interaction with the portal.
- Provides technical and administrative support to grant evaluators and other team members to promote the effective use of grantmaking systems, programs, and processes in the grants management system.

### **Board Book (Trustee Materials) Preparation (20%)**

- Prepares request summary page templates for all applicants in each grant cycle, including edits to grant applicant provided summaries.
- Develops grant docket materials for each grant cycle, including the table of contents and other related materials.
- Assembles the individual draft documents into one final version for Trustees Meetings.
- Reviews and edits all drafts in the document to ensure accuracy and readability.
- During Trustee grant decision meetings, records the Trustee decisions and rationale; Prepares the record keeping documents from the grantmaking portion of these decision meetings.

### **Applicant & Grantee Event Support (<5%)**

- Works collaboratively with grantmaking team to coordinate and execute events for applicants and grantees.
- Assists the Office Manager and Grants Manager with the coordination of the guest list and related materials.

### **Grantmaking Website/Technical Assistance Materials Updates (<5%)**

- Performs regular updates to the Foundation website each cycle, ensuring that all grant-related communications are current and accessible at all times.
- Makes all necessary updates to technical assistance materials each cycle based on feedback received from the grantmaking team's continuous improvement process.

### **Other Duties as Assigned (<5%)**

## Skills and Competencies

- **Strong Values Alignment:** Exhibits the Longwood Foundation's values personally and professionally, and operates with integrity, purpose, and humility. Operates with a service-oriented mindset and approach to work.
- **Highly Collaborative and Agile:** Is a highly collaborative and collegial team player who is flexible, responsive, works hard, is eager to learn and improve, and thrives in a fast-paced environment. This person should be able to work both independently and collaboratively to advance a shared mission & vision. Committed to fostering and maintaining a positive culture within an evolving organization.
- **Exacting Attention to Detail in Administrative Execution:** Employs a meticulous approach to ensure accuracy, consistency, and compliance.
- **Exceptional Written Communication and Proofreading Ability:** Ensures high-quality, professional written materials by editing for grammar, punctuation, clarity, and style across various formats.
- **Technology & Database Proficiency & Comfortability:** Demonstrates a proficiency and comfort with technology, software, and the operation of databases.
- **Good Judgement and Discernment:** Exhibits good judgement and discernment in how they approach their work, in prioritization, in execution, in when and how they elevate issues and questions, in handling confidential information, and in internal and external communications.

## Required Qualifications

- Minimum of three years of experience in administrative management (or a combination of education and relevant experience).
- Prior experience displaying superior attention to detail with high-stakes written communications and records management.
- Delivers high-quality, professional written materials by editing for grammar, punctuation, clarity, and style across various formats.
- Proficiency in Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook), and general comfort with technology, software, and the operation of databases.
- Willingness and ability to travel as needed within the state of Delaware and surrounding area on a consistent basis; ability and interest in traveling to professional development events throughout the United States.

## Additional Preferred Qualifications

- Experience in grants administration or a similar role within a nonprofit organization or foundation preferred.
- Direct administrative experience with grants management software, such as Foundant, preferred.
- Exposure to Delaware and/or southern Chester County preferred.

**Compensation:** Salary \$60,000-\$75,000 with outstanding benefits. Salary commensurate with prior experience.

**FLSA Status:** Exempt

**Reports to:** Grants Manager

**Location: Wilmington, DE** (hybrid work environment; requires a minimum of 3 days/week onsite, subject to change as required by scheduled meetings)