



## Grants and Scholarships Coordinator Position Description

---

- **Status:** Full-Time, Hourly, Non-exempt
  - **Compensation:** \$26 per hour (\$50,700 annualized), estimated 37.5 hours per week
  - **Location:** Hybrid at our Traverse City office two days per week (Wednesdays & Thursdays) with option for remote days on Mondays, Tuesdays, and Fridays; relocation welcome
  - **Reports to:** Senior Manager of Community Impact
- 

### About the Community Foundation

The Grand Traverse Regional Community Foundation began in 1992 when a group of community champions came together to give back to our region then, now, and forever. We promote giving, engage in collaborative leadership efforts, support nonprofit organizations through meaningful grants and local students through scholarships, and build endowments that make a lasting impact for generations to come. Our mission is to spark positive change by inspiring generosity, caring for resources, and supporting our communities, now and forever. We envision a region where every person feels connected, supported, and empowered and where our communities have resources and opportunities for everyone.

### Position Description

The Grants and Scholarships Coordinator supports advancing the Community Foundation's mission and vision by coordinating and administering grant and scholarship programs, maintaining accurate data and reporting, and assisting with nonprofit partner engagement. As a member of the Community Impact Department, this role coordinates application and reporting processes within grant management systems, serves as a primary point of contact for inquiries, and ensures timely, accurate information is shared internally and externally. The position also supports community impact tracking and data integrity, contributes to reporting and stewardship efforts, and helps align community impact efforts with diversity, equity, and inclusion principles.

---

### Key Responsibilities

#### Grants, Scholarships, and Programs

- Coordinate administration of scholarship and fall grants processes within grants and scholarships portals, including maintaining and updating application content, assigning reviews, initiating award notices, and assigning final reports.
- Coordinate for assigned portfolio of scholarships and fall grants.
- Coordinate final grant report process, including collecting reports, reviewing and analyzing, and sharing information and insights.
- Maintain and update grant and scholarship process related content on the website, including ensuring accurate application dates and details, application links are live when needed, and award information is posted.

- Serve as a first point of contact for grant and scholarship inquiries and facilitate process for responding or connecting inquiries to appropriate person.
- Coordinate Rotary Endowment matching program process for individual and club matching opportunity.

### **Nonprofit and Grant Partner Engagement and Stewardship**

- Maintain awareness of local nonprofit partners, their work, challenges and opportunities. Elevate knowledge to support overall strategic efforts of the Community Impact team and organization.
- Participate in engagement strategies with existing and prospective grant partners, including supporting scheduling, coordination, and attending grant partner visits as assigned.
- Collect grantmaking data and information from other local foundations as assigned.

### **Data and Administrative**

- Serve as a primary point person for maintaining accurate records in customer relationship and data management software (Community Suite) for organizations and grant partners; fully utilize Community Suite and grant and scholarships software (GLM, and SLM).
- Maintain knowledge of system updates to SLM and GLM and best practices for integration of data from those systems into Community Suite.
- Provide input and assistance in preparing Grantmaking Committee agendas and reports, attend committee meetings and take notes, and participate when needed.
- Collaborate to identify, monitor, and provide data on community impact activities including grantmaking and scholarships.
- Coordinate reporting of community impact, in collaboration with Administrative Associate, related data from Community Suite, GLM, and SLM.
- Complete grants and scholarship awards and voucher entries in Community Suite.

### **Skills and Experience**

#### **Required**

- Two or more years of relevant professional experience, such as program coordination, project or process administration, customer relations, or grantmaking or scholarship processes.
- Detail-oriented and self-motivated with experience working on multiple projects at once while keeping things moving and communicating about progress along the way.
- Experience with Microsoft Office products (Word, Excel, Outlook, and/or SharePoint/OneDrive, etc.) and/or similar products, such as Google Drive.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communications skills.
- Ability to work collaboratively across cross-functional teams (i.e. finance, development, and community impact/grantmaking).

- Self-directed with ability to manage tasks and make decisions independently and ability to remain flexible and adapt to support daily operational needs and priorities as they change or emerge.
- Commitment to diversity, equity, and inclusion practices.
- Living within or resident of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau Counties; relocation welcome, with temporary remote work possible.

### **Preferred**

- Previous experience working with nonprofits or education-related organizations.
- Knowledge about and passion for philanthropy, place-based giving, and community impact.
- Experience with Community Suite or similar data management or grants and scholarships management software.

### **Compensation, Benefits, and Workplace**

- All employees of the Foundation are employed on an at-will basis.
- This is a full-time, hourly position (estimated to be 37.5 hours per week); compensation is anticipated to be \$26 per hour (\$50,700 annualized), estimated 37.5 hours per week
- Office hours are generally 8:30am – 5pm with occasional out-of-hours work.
- The Foundation offers a flexible work environment as much as possible, including a hybrid approach with three days offered as remote days and two days as in-office days. This position may include occasional travel to attend off-site meetings.
- Paid time off includes:
  - 12 paid holidays for full-time employees including the option for two floating holidays to be used in lieu of a named holiday
  - Three weeks (112.5 hours) of paid vacation annually
  - Two weeks (75 hours) of sick time annually
  - Eight weeks of paid Parental Leave
  - Paid time off on Friday afternoons from Memorial through Labor Day
- Benefit plan includes:
  - Health Insurance Plan (including vision and dental) through Blue Cross Blue Shield that is cost-shared between the Foundation (75%) and the employee (25%)
  - Employer selected and paid Short-term Disability, Long-term Disability, and Life Insurance
  - 403(b) Defined Contribution Retirement Plan with a Foundation contribution of eight percent of the employee’s salary (no match required) with an optional additional contribution that can be made by the employee
  - Optional Flexible Spending Account Plan that can be funded by payroll deduction on a pretax basis and reimburse employees for dependent and medical care expenses
  - Individual professional development budget
  - Optional payroll deduction for charitable giving and match program for individual giving
- For more information on compensation, benefits, and workplace policies, please see [full Personnel Guidelines](#).

## How to Apply

[Complete an online application form](#) by 11:59 pm on Monday, May 25, which will ask for a resume, your relevant skills and experiences (via checkboxes), and answers to the following questions:

- Share briefly about yourself, your education and career journey, and any recent community involvement, leadership, or volunteer work.
- Explain how your experiences or skills are relevant to this role.
- How do you see your career goals aligning with this position and/or the work of the Community Foundation?
- Is there anything else you'd like to share?

*The Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.*

*Black, Indigenous, and people of color, immigrants, women, LGBTQ+, and people with disabilities are strongly encouraged to apply. Reasonable accommodations will be provided upon request for those with disabilities.*