

THE CONRAD PREBYS FOUNDATION

Job Description: Grants & Program Officer

About the Conrad Prebys Foundation

The Mission of The Conrad Prebys Foundation is to improve quality of life—primarily in San Diego County—through the distribution of grants to support medical research, healthcare, higher education, visual and performing arts, youth development, animal conservation, and other charitable purposes consistent with Conrad Prebys’s history of philanthropy during his lifetime.

From Indiana, Conrad Prebys moved to California with \$500 in his pocket and a dream. Over the following decades, he built a real estate empire as one of the largest private owners of residential multi-family properties in San Diego County.

During his later years, Conrad became dedicated to the community through charities, donating over \$350M to organizations devoted to healthcare, medical research, visual & performing arts, higher education, youth development, animal conservation, & more. To ensure his vision extended beyond his life, Conrad created The Conrad Prebys Foundation to perpetuate his commitment to philanthropic endeavors in San Diego.

The Conrad Prebys Foundation has launched its first competitive grant cycle this winter and is now hiring a few key positions to complement its small team. In 2021, The Foundation will process over \$45M in grants to several hundred nonprofit organizations.

Position Summary

The Grants & Program Officer is a key position within the Grantmaking team that bears primary responsibility for stewarding a significant portfolio of applicants and grantees (100+) through the grants process. This full-time (40 hours per week), exempt position reports to the Director of Grantmaking and is based in San Diego, California. During the COVID-19 pandemic, all staff of The Conrad Prebys Foundation are working remotely with occasional office visits for administrative purposes. Once the office reopens, it will transition to an in-office position, Monday – Friday with regular business hours.

The Grantmaking team ensures impactful, effective, and efficient grantmaking processes and works closely with all departments across the Foundation, including the executive team, legal counsel, operations, IT, accounting, and the Board of Directors. This position is an outstanding opportunity to apply and build on experience and working knowledge of nonprofit relationship-building, grantmaking strategy and impact, compliance, operations, and technology solutions.

Primary Responsibilities

- Steward a portfolio of over 100 applicants/grantees annually through the grants process
- Provide support to grantees regarding grant requirements, grant status, and Grant Portal questions while maintaining a positive and productive working relationship with a wide range of grantees, organizations, and individuals
- Review and score all submitted LOIs and Grant Applications (estimated 500+ LOIs and 300+ Grant Applications annually)
- Monitor grantee progress for the designated portfolio from start to finish, including fielding questions, providing support through the grant period, participating in in-person meetings and site visits (when safe to do so), and closing out grants
- Review submitted progress and final reports for grantees in designated portfolio

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- Monitor the status of outstanding grant agreements and reports and follow up with grantees
- Respond to applicant inquiries that fall within the designated portfolio
- Provide constructive feedback to organizations that receive funding declinations in order to strengthen their future requests and fundraising muscles overall
- Prepare the Executive Director, Director of Grantmaking, and participating Board members for upcoming site visits through organizational briefings
- Assist the Director of Grantmaking in Board meeting and Committee meeting preparation, as needed
- Take notes during site visits and ensure notes (and any other relevant documents) are entered into Blackbaud Grantmaking
- Become proficient in all functionalities of the Blackbaud Grantmaking database, including building reports, forms, fields, reviews, and applications, as well as verifying tax ID status, updating contact information, managing the back-end of the Grants Portal, setting up the Review Portal, inputting activities, saving documents, approving/declining applications, setting up payments, closing out grants, and monitoring progress
- Draft email correspondence to applicants and grantees (i.e., declination emails, award emails, etc.)
- Generate grant agreements, amendments, and cancellation letters
- Maintain documentation of negotiated grant agreement language
- Maintain the status of applicants in Blackbaud to determine when each organization is next eligible to apply for funding
- Act as the main point-of-contact for grantees regarding approval of Foundation name/logo use
- Work with the Director of Operations to schedule payments and manage any payment issues, including refunds and cancellations
- Work with the Director of Operations to update the website and social media channels, as needed
- Work with the Grantmaking team to refine grantmaking processes and document internal and Foundation policies and procedures
- Maintain accurate electronic grant files, according to Foundation processes, using Blackbaud Grantmaking and the cloud-based server, Egnyte
- Perform analysis through quantitative reporting and qualitative data in order to measure and assess the Foundation's impact through the funded programs
- Regularly perform thorough research on the Foundation's focus areas (medical research, healthcare, higher education, visual and performing arts, youth development, animal conservation) in order to provide recommendations for shifts in funding strategy and/or processes
- Keep the Foundation staff abreast of relevant philanthropic news, including information about current grantees and trends in philanthropic giving
- Regularly connect with other local grantmakers in order to garner best practices and stay abreast of their giving strategies and the shifting needs of the San Diego community
- Participate in professional development opportunities to continuously enhance skills and knowledge-base
- Participate in Foundation-wide meetings, training programs, and other tasks, as needed
- Be able to thoroughly explain the Foundation's history, values, and funding focus areas
- Other duties as assigned by the Director of Grantmaking

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Qualifications

- Required
 - 8+ years of relevant experience in the field of philanthropy
 - Bachelor's degree required; advanced degree preferred
 - Ability to work onsite in San Diego, California once the office reopens
 - Exceptional Microsoft Office and administrator-level database skills; technical savvy
 - Experience in grantmaking and/or grant writing
 - Superb writing and editing skills
 - The ability to communicate effectively, collaboratively, and diplomatically to a broad range of internal and external constituents
 - Project management, multi-tasking, & prioritization skills; experience meeting tight deadlines
 - Strong creative and technical troubleshooting skills and the ability to think strategically when exploring solutions
 - Solution-oriented mindset and comfortable taking initiative and working independently
 - A proactive nature, with excellent attention to detail and good follow-through
 - A sense of teamwork, community, humor, integrity, flexibility, and willingness to assist others
 - A strong moral compass and an innate drive to uphold the highest ethical principles
 - Ability to exercise good judgment; maintain confidentiality for critical & sensitive information
 - An innate curiosity and a genuine interest in learning and research
 - Expertise in one or more of the following nonprofit sectors: animal conservation, healthcare, higher education, medical research, visual & performing arts, youth development; or a desire to learn about all of these areas
- Preferred
 - Experience working at a 501c(3) charity
 - Familiarity with tax rules governing private foundations and public charities
 - Deep knowledge of the San Diego nonprofit community
 - Experience with CRM and/or grants management databases, preferably Blackbaud
 - Working knowledge of DocuSign and Zoom applications

Additional Requirements

This position may require future grantee site visits. Candidate must have reliable transportation and, if operating a vehicle for Foundation purposes, must have a valid driver's license and carry automobile insurance with limits acceptable to the company.

Dress Code

The dress code for this position is business professional.

Compensation & Benefits

The starting salary for this position is \$80,000 - \$95,000 per year, commensurate with experience. The Foundation offers health benefits (medical, dental, and vision), 3 weeks vacation, and 10 paid holidays.

Interested qualified applicants should send a resume and cover letter to Erin Decker, Director of Grantmaking, at erindecker@conradprebysfoundation.org. Please name your resume "[Your Name]_Resume" and your cover letter "[Your Name]_Cover Letter". Please also be sure to address the subject line of your email as "Grants & Program Officer – [Your Name]".

The Conrad Prebys Foundation is an Equal Opportunity Employer.