

The Music Man Foundation

Position Description: Grants & Database Coordinator

Position Overview

The Music Man Foundation is looking for a professional with experience in non-profit database management to serve in the full-time, permanent role of Grants & Database Coordinator. Working in close collaboration with the Executive Director and Program Officer, the Grants & Database Coordinator will manage both the Foundation's online grants management system and board portal software, and communicate regularly with current and prospective grantee partners with clarity and conciseness. The Grants & Database Coordinator is responsible for maintaining grantee records, board portal content, and accurate reports on present and historical Foundation grantmaking.

The Grants & Database Coordinator must have an interest in the mission and funding areas of The Music Man Foundation. The position will require a motivated and organized individual, who both enjoys working collaboratively and is comfortable working independently. While the Foundation will adhere to county, state, and federal health guidelines at all times, in general, the Grants & Database Coordinator will work in a hybrid capacity with some time spent in a Foundation office in Glendale, CA and some time spent working remotely.

About the Foundation

The Music Man Foundation (also known as The Meredith and Rosemary Willson Charitable Foundation) is an independent, nonoperating foundation incorporated in Delaware with operations based in Los Angeles, CA. The mission of The Music Man Foundation is to support programs that use music to improve lives. We fulfill this mission by making grants to charitable organizations that qualify as U.S. § 501(c)(3) charities to be used for programs that leverage music to make impactful change.

The Foundation's most notable grantmaking includes its longtime engagement with Education Through Music, a sizeable COVID-19 relief fund for 30+ music education programs in Los Angeles County, collaboration as a Contributing Partner to the LA Arts Recovery Fund and Los Angeles County Arts Education Collective, and an annual grant program for established music therapy programs across Southern California.

The Music Man Foundation is named after the Tony Award-winning musical written by Meredith Willson. Meredith's widow, Rosemary, started the Foundation in 1998 as The Meredith and Rosemary Willson Charitable Foundation and substantially increased the Foundation's endowment upon her death in 2010.

Primary Responsibilities

- Manage the grantmaking lifecycle, from application to reporting, for the Foundation by:
 - Mapping out and building application processes in the Foundation's grants management system (GMS)
 - Planning ahead and building out grantees' follow up and reporting requirements in the GMS
 - Ensuring data integrity by maintaining consistency across various grant programs and over multiple years
 - Working collaboratively with Foundation team members to create applications and reports which yield information that is relevant, aligned with Foundation interests, and not overly burdensome on partners
 - Communicating with prospective and current grantee partners to answer questions, keep them apprised of their application status, and provide helpful feedback for any organization that is not eligible or not awarded a grant
- Maintain Foundation grants database by conducting regular review of:
 - All automated features
 - All communication templates
 - All grantee contact information

- Maintain internal documentation about the Foundation's processes and standard operating procedures within the GMS and board portal
- Develop and maintain external communication about use of the Foundation's GMS, including login and application instructions, grant eligibility, and general FAQs
- Serve as the Foundation's primary contact in the GMS and board portal user group communities by:
 - Attending trainings and webinars
 - Keeping up to date on system upgrades
 - Representing the Foundation and communicating its use of system features
- Organize and upload information in board portal platform
- Follow up with organizations to ensure compliance with Grant Agreements and reporting requirements
- Stay abreast of grantmaking trends in the field, especially ways in which technology can be leveraged to build more productive partnerships and more efficient processes
- Conduct research about prospective grantee partner organizations
- Prepare presentation materials and briefs in anticipation of meeting with grantees, funders, and vendors

Secondary Responsibilities

- Support the Executive Director and Program Officer in all grantee partner engagement and stewardship
- Support the Executive Director and Program Officer in scheduling meetings and site visits, creating correspondence, keeping up internal Reporting, Operations, and Communications calendars, and addressing other operational/administrative priorities
- Update Foundation website as needed
- Support other Foundation needs and projects as appropriate (e.g., board support, travel arrangements, speaking engagements, communications strategies)
- Other duties as assigned

Qualifications

Education and Experience

- Associate's or Bachelor's degree
- At least two years of work experience
- Experience with Foundant Technologies' Grant Lifecycle Manager or other grants management system
- Experience with board portal platforms

Technical Skills

- Firsthand experience with grants management software
- Proficient in Microsoft Office Suite (Excel, Outlook, PowerPoint, Word, etc.)
- Proficient with G Suite (Google Drive, Google Docs, etc.)
- Ability to coordinate video and audio conference calls

Communication Skills

- Experience preparing professional, prompt, clear, and concise correspondence for various audiences
- Excellent oral and written communication skills
- Ability to produce high-quality, error-free documents

Personal Characteristics

- Highly attentive to detail
- Works well independently
- Interest in the Foundation's funding areas
- Strong interpersonal skills with excellent written and oral communications skills
- Strong critical thinking skills to analyze and summarize reports

No Significant Conflicts of Interest with the Foundation's Grantee Organizations

Compensation & Benefits

The Foundation's current benefits package includes paid holidays, paid vacation, and medical and dental benefits. For the role of Grants & Database Coordinator, The Music Man Foundation offers an annual salary in the range of \$60,000 - \$68,000, depending on professional experience. Professional learning and development through participation in professional conferences and seminars is supported. Further, expenses related to travel, site visits and meetings, and/or communication costs will be reimbursed by the Foundation in accordance with its standard expense policy.

This is a regular, full-time, non-exempt position. The Grants & Database Coordinator's work schedule will be 40 hours/week.

How to Apply

Interested applicants should submit a resume with a short cover email that outlines how one's skills and experience match the Grants & Database Coordinator role. Send this via email to inquiries@musicmanfoundation.org, ATTN: Sarah Lyding, Executive Director.

The Music Man Foundation is an equal opportunity employer. All applicants to and employees of The Music Man Foundation will receive fair treatment regardless of race, age, religion, pregnancy, sexual orientation, gender, gender identity, ancestry, citizenship, or disability.

All employees are required to pass a background check.