

Edyth Bush Charitable Foundation, Inc.

Grants Manager - Grants

Member of the administration team responsible for carrying out a variety of administrative activities related to the Foundation's grantmaking and general operations. This position reports to the President/CEO and the Vice President, Treasurer & CFO.

Position is exempt at a minimum of 40 hours weekly on-site, which include, but aren't limited to, Monday through Friday 8:30 a.m. to 5 p.m., some evenings and weekend hours may be required for special events and outreach.

- Proficient with database management systems; enters data, processes requests and payments, develops and attaches electronic documents, performs analysis, and produces reports; Foundant GLM software or other nonprofit software experience a plus.
- Promotes administrative aspects of grantmaking process.
- Creates grant files that meet legal, auditing, and foundation requirements, including developing and maintaining electronic records.
- Contributes to and assists with preparation of board materials and reports.
- Collects, sorts, responds to, and maintains grants management mail.
- Receive guests and maintain the Foundation's grant-related calendar and email.
- Contributes to streamlining and increasing efficiency of office procedures and systems.
- Lead for inquiries and coordinate usage involving The Edyth, our headquarters, by outside groups.
- Assists, as needed, with the setup of in-house meetings, upkeep of the common areas of the office, and with general office operations.
- Liaison with PR firm for Foundation website content and social media.
- Coordinate and maintain electronic media content and communications.
- Provides back-up support to Executive Assistants, as needed.
- Interacts with internal and external important stakeholders.
- Undertakes special projects and other duties as assigned.

Education and Experience Required:

- Bachelor's degree preferred.
- Minimum 5 years of administrative experience within a professional office environment. Non-profit or philanthropic experience preferred.
- Foundant software experience preferred.
- Pass background and credit check.

Knowledge, Skills and Abilities:

- Excellent written and oral communication skills.
- Excellent organizational and interpersonal skills.
- High attention to detail and solid analytical skills.
- Ability to effectively prioritize, multi-task and manage time to support the work of various functions.
- A positive attitude and high level of flexibility.

- Ability to work independently and handle confidential material.
- Interest in the Foundation's mission and the administration of grantmaking and philanthropy.
- Proficiency in Microsoft Office Suite, Excel and working knowledge of relational databases. Willingness to learn grantmaking software program.

Success Factors:

- Professionalism, accountability, and self-motivation
- Excellent organizational skills, detail oriented.
- Demonstrated ability to be flexible in managing a workload of varied tasks, some with conflicting deadlines.
- Strong written and oral communication
- A self-starter and work independently under pressure and with minimal supervision.
- Flexible and dependable.

Essential physical requirements:

- Must be physically able to do assigned work as outlined above.
- Must be physically able to sit and use the computer for hours at a time.
- Must be able to lift up to 20 pounds.
- Must be able to maintain good relations with employees, supervisors and the public.
- Must be able to follow written and verbal instructions.

I have been given a copy of this Position Description. I am aware this Position Description is not a contract, and all specific details of the position are not included in the Position Description.

Incumbent

Date

4/27/2026