

**Community Foundation of the Virgin Islands
Grants and Programs Manager
Position Description**

Overview

The Community Foundation of the Virgin Islands is a grant making organization with assets of \$20 million, whose mission is to enhance the educational, physical, social, cultural and environmental well-being of the people of the US Virgin Islands. The Foundation encourages individuals, families and corporations to build permanent endowments to support the causes they care about and the broad charitable needs of the community. The Foundation administers a wide range of grant programs and community initiatives serving the children, youth and families of the US Virgin Islands. For more information about CFVI see www.cfvi.net

Objectives:

The Grants and Programs Manager is a key position at the Community Foundation of the Virgin Islands and reports directly to the President. She/he is responsible for managing of all grants and programs of the Foundation, working closely with the Director of Grants and Programs. The Grants and Programs Manager also has a close working relationship with the Communications Associate and the Accountant.

General Responsibilities:

- Serve as CFVI contact for community programs, organizations and grantees.
- Inform organizations/ interested individuals of grant and scholarship cycles.
- Initiate processes (press releases, e-mails, website, etc.) to inform the community of grant and scholarship cycles.
- Manage the on-line process of grant/ scholarship applications and reviews.
- Provide analysis of grant/scholarship applications as needed.
- Manage receipt of reports from grantees and scholarship recipients, and evaluate compliance with grant/ scholarship requirements.
- Be responsible for planning all grant/ program committees and review meetings.
- Carry out special assignments as needed.

Grant Making:

- Assist the President and the grants, funds, fiscal sponsorships and scholarship committees in determining and establishing policies and procedures that relate to the Foundation's grant program.
- Manage grants/ scholarships/ fiscal sponsorships/ programs processes and committees.

Programs and Grants Management:

- Maintain knowledge of Foundation's field of interest, discretionary and donor-advised funds.
- Manage the production of databases for grant applicants and organize processes for grant/scholarship review; prepare documents and materials for the grant/scholarship committees' review; notify grant seekers on decisions made by the Board; draft grant (and decline) notifications/ letters.
- Manage CFVI's grant/scholarship reporting (for annual report, newsletters, outside surveys and internal use).

Development Support:

- Participate in the development and management of volunteer efforts and events, scheduling, and community relationships (such as the Junior Angels).
- Support CFVI communications with the Foundation's donors including Angels, Fund Donors, Mahogany Legacy and the extended network of CFVI stakeholders.
- Assist in the preparation of grant applications.

Skills

- Demonstrated ability to be well-organized and work independently, with the proven ability to multi-task, set work priorities, track projects and meet deadlines.
- Strong written and oral communication skills.
- Technologically knowledgeable, with a fluency in computer applications including database software and word processing applications: information management systems, e-mail, internet searches, database and presentation software (such as MS Word, Excel, Foundant, DonorPerfect, PowerPoint, Publisher, Outlook, Internet Explorer, Acrobat Pro, FluidReview). Ability to learn new applications with a minimum of supervision.
- High level of interpersonal skills including excellent listening, oral and written communications skills, tact, patience, flexibility, and courtesy.
- Ability to use discretion, sound judgment, and maintain strictest confidentiality when handling sensitive materials and information.
- Performance of responsibilities in a professional and timely manner and the ability to effectively represent the Foundation throughout the community
- Minimum of a Bachelors degree.

Compensation

Compensation will be commensurate with skill level and experience with an annual performance and salary reviews thereafter.

July 15, 2019