



JOB ANNOUNCEMENT

Grants Associate

ABOUT THE JEWISH COMMUNITY FOUNDATION

Individuals can make a difference; together we change the world. This is the Jewish Community Foundation's (JCF) core belief. The JCF combines donor-driven philanthropy, investing and education for maximum benefit in the community. JCF develops and manages philanthropic vehicles and assets, including donor-advised funds, endowments, and organizational funds. A philanthropic innovator, the JCF is a leading community foundation in offering impact investment opportunities to its donors. JCF is also renowned nationally for its Endowment Leadership Institute, a model that has been replicated across the country.

For almost 60 years, the JCF has granted more than \$2.3 billion to 7,000+ organizations on behalf of more than 1,000 donors, making it one of the largest grantors in San Diego.

OVERVIEW OF THE JOB:

The Grants Associate is a full-time, non-exempt position that reports to the Grants Manager. Hybrid weekly schedule TBD, with at least three days in office.

Overall Responsibilities:

- Processes grants from donor advised funds, supporting foundations, and restricted endowments, ensuring all grant entries are accurate, complete and appropriate
- Maintains and ensures donor confidentiality
- Builds and maintains strong relationships with grantee organizations and donors
- Conducts due diligence on new grantee organizations
- Creates and mails tribute letters for grant recommendations
- Mails grant checks, including any special handling such as FedEx or pick up by donor
- Coordinates with select grantees to acquire bank information for ACH delivery via DocuSign
- Prepares and emails notifications to ACH grant recipients
- Tracks the progress of funded programs as needed
- Collaborate with Finance Department colleagues to research and resolve outstanding grant checks
- Reviews each grantee with revoked 501c3 status, and works with Legacy department to update Salesforce records
- Files grant request support in Salesforce's electronic file system
- Attend site visits with staff and donors

SKILLS, QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- B.A. Preferred
- At least two years of office experience, preferably in not-for-profit sector
- Proficient in all Microsoft Office applications
- Experience using Salesforce a plus
- Comfortable and competent with technology and eager to learn new systems
- Excellent communication skills – both written and verbal
- Demonstrated ability to organize and prioritize multiple ongoing activities
- Excellent customer service skills
- Commitment to detail
- Strong interest in working in the nonprofit sector with a values-driven organization
- Must be able to multitask and thrive in a busy environment
- Willingness to take instructions and requests from multiple staff members

REPORTING RELATIONSHIP:

- Reports to the Grants Manager

How to Apply: Please submit a resume and cover letter via email to: resume@jcf sandiego.org

Salary Range - \$65,000 - \$68,000. JCF offers a competitive benefits package

JCF is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees