



Santa Fe Community Foundation Job Description

Job Title: Philanthropy and Grant Associate
Reports To: Vice President for Advancement
FLSA Status: Exempt

Summary: Responsible for the gift and grant entries of the Foundation in accordance with the National Standards for Community Foundations and overseeing all related activities by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Records all gifts to and grants of the foundation and prepare acknowledgement and notification letters.
2. Maintains an up-to-date and accurate database using Raiser's Edge of all donors to the Foundation and undertake a process of continuous quality improvement to ensure consistency and accuracy across all records.
3. Oversees accurate record-keeping and data management in Granted Edge for all grants made through the regular grants cycle, initiatives, and donor advised grantmaking.
4. Works closely with Blackbaud and Spectrum to resolve problems and improve procedures in using Raiser's Edge and Grant Edge.
5. Records payments for special events and training programs.
6. Prepares and makes deposits into Foundation accounts.
7. Supports other departments with Raiser's Edge reporting, donor database inquiries, and special events.
8. Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

- Ability to calculate figures and amounts such as discounts, interest, percentages, and fees.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft software products, especially Excel, Word, and Microsoft 365, and gift entry/donor Blackbaud software.

Education/Experience:

Bachelor's degree (B. A. / B. S.); or two to four years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

- Broad knowledge and experience in all facets of gift entry and donor database maintenance.
- Strong organizational skills, attention to detail, and accuracy in entering and analyzing data.
- Strong interpersonal skills and client-oriented mindset is a must.
- Ability to also work on a team.
- Ability to work flexibly, prioritize workload, and complete tasks on a timely basis.
- A self-starter with demonstrated initiative.
- A desire to learn about or expand knowledge of nonprofit accounting.
- Ability to problem solve and present solutions.
- Flexible schedule for possible evening and weekend work, if necessary.
- Experience or training in nonprofit accounting, preferred.
- Experience with Blackbaud Raiser's Edge a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The Santa Fe Community Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive working environment. People of all backgrounds, perspectives, and skills are encouraged to apply.