



Position Description

Position Title:	Director of Grants
Reports To:	Vice President
Date of Last Revision:	January 2012
FLSA Status:	Exempt; Full-time

Position Summary:

The Director of Grants has primary responsibility for exploring and developing grant making opportunities that advance the strategic direction of the Foundation, conducting due diligence on grant proposals, monitoring the performance of the Foundation's grant portfolio, and leading ongoing improvement of the Foundation's grant making functions. Outstanding interpersonal skills are required in addition to the ability to analyze the financial and programmatic elements of complex grant proposals.

The Director will contribute to the success of organization wide objectives through close integration of efforts with non-grant programs of the Foundation. The Director of Grants will participate in local and state-wide dialogues that have a strong degree of relevance to one or more of the Foundation's strategic priorities.

The Director of Grants will also manage special projects of the Foundation as assigned, develop and maintain relationships with individuals and organizations in the community, and actively participate as a member of the Senior Leadership Team and as leader of the Grants Team.

Essential Accountabilities:

1. Senior Leadership Team

- Serve as a member of the senior leadership team. The purpose of the this team is to inform, discuss, and recommend action on issues that affect the Foundation to assure that the Foundation is the most efficient and effective vehicle possible for strengthening rural communities in rural Minnesota, especially the Grand Rapids area.

2. Grant Making

- Responsible for developing, implementing and monitoring the goals and activities for the annual organizational work plans and budgets as they pertain to grant making and other assigned activities. Effectively implement grant making strategies adopted by the Board, including implementation of the strategic framework and management of funding allocations to comply with payout policy.
- Proactively explore and develop high potential grant making opportunities.

- Oversee and manage the grant review process. Responsible for reviewing and developing recommendations for all grant proposals and presenting to the Board for approval. Must have the ability to analyze grants ranging in size from several thousand dollars to several million dollars, including the financial and programmatic elements of highly complex proposals. Excellent writing and oral presentation skills are essential.
- Oversee grant monitoring and assessment function to ensure goals of programs are being met, funds are being allocated as proposed, and legal issues are addressed. Work with outside evaluators as necessary when a grantee is selected for formal evaluation. The Director will use insights and learning from assessment activities to drive efforts to improve the performance of the Foundation's grant-making activities.
- Responsible for collaborating with other program directors to ensure the grants are closely aligned with the overall efforts of the Foundation.
- Oversee communications with grantees and broader community regarding Foundation grant making priorities and activities in order to build and protect the Foundation's reputation and generate proposals that optimally advance the Foundation's strategic priorities.
- Offer strategic insights to Board and Senior Leadership regarding grant making priorities.

3. Assessment

Responsible for oversight, management and implementation of grant making assessment in coordination with the organization wide assessment system.

4. Integration with Other Foundation Functions

Ensure grant making and project management activities are closely aligned with other Foundation activities as part of the effort to maximize impact of limited resources. Ensure strategies are implemented with other functions which result in aligned Foundation efforts.

5. Serves as a member of the Program Team.

6. Participates in organizational teams as assigned.

Supervisory Responsibilities:

Provides supervision to the Program Officers and Administrative Assistant

Education and/or Experience:

- Formal preparation requires a minimum of a four-year degree in a related field, with master's preferred.
- A minimum of six years of relevant experience.
- Highly developed skills including analytical thinking, decision making, interpersonal relations, listening, and written and verbal communications.
- Experience and knowledge in several of the following fields: community/economic development, education, intercultural competency, program management, nonprofit organizations, rural Minnesota communities, financial analysis and government policy.

- Public speaking, community process and group facilitation skills.
- Ability to work both independently and collaboratively in a highly interactive work environment.
- Supervisory knowledge and experience.

Other Skills & Abilities:

- Well organized, resourceful, creative and imaginative.
- Strong people skills: approachable, open-minded, easily relates to and empowers others.
- High energy level, integrity and strong core values.
- Ability to travel, primarily within Minnesota.
- High level of emotional intelligence, maturity and professionalism.
- Ability to intentionally develop and leverage social capital to stimulate innovation and positive community change.
- Ability to effectively work across differences, especially socio-economic and cultural differences found in rural Minnesota.
- An attitude of service to the common good of community members in the Itasca County area and rural Minnesota.
- Ability to be motivated by and committed to the Foundation's Mission.
- Ability to support organization values and operating principles.
- Willing to commit to living and working in the Grand Rapids, MN area.
- Ability to support and model organization values and operating principles.

Typical Physical Requirements for the Position:

- Frequent travel required
- Sitting for several hours per day
- Keyboarding
- Occasional lifting and carrying-up to 45 lbs.

Qualified applicants should submit cover letter, resume and references to:

**Shari Undeland
100 N. Pokegama Avenue
Grand Rapids, MN 55744**

application@blandinfoundation.org (preferred)

Deadline for resume submission is *January 25, 2012* or until position is filled.