



Administration and Grants Manager: Job Description

ABOUT THE FOUNDATION

Founded in 1949 by Richard J. Reynolds, Jr., The Sapelo Foundation is a private, family foundation. We are based in Savannah, GA, led by an Executive Director, and governed by a 10-member Board of Trustees that is composed, in part, by members of the Reynolds family. We are on a mission for a socially and environmentally just Georgia, and we pursue many roles – grantmaking partner (we fund nonprofit organizations statewide), mission investor (we invest our endowment in companies that align with our mission and values), convener, thought partner, advocate, and more. In December 2020, we will launch a new strategic plan and website.

Mission:

We strive for a just Georgia, through partnerships and solutions that increase environmental protection, social prosperity, and civic power.

Grant Portfolios:

- **Grant Portfolio I** – Environmental Justice and Protection
- **Grant Portfolio II** – Social Justice
- **Grant Portfolio III** – McIntosh County
- **Grant Portfolio IV** – Special funds and awards to advance outcomes of Portfolios I-III

ABOUT THE POSITION

Overview:

We seek an outstanding new member of our team, an Administration and Grants Manager (AGM). Reporting to the Executive Director, this is a full-time and exempt position on a 2-person team. The successful candidate will thrive while working remotely and in an office setting (downtown Savannah).

- **Eligibility** – Candidates will reside in the greater Savannah, GA area, have a college degree (or comparable experience), and have a minimum of 3 - 4 years of work experience.
- **Salary** – Employee compensation is commensurate experience, skills, and best practices.
- **Benefits** – Values-aligned benefits include generous vacation leave, sick leave, holiday leave, retirement contributions, insurance plans, professional development funds, and more.

Required Competencies and Skills:

1. **Trustworthy, Right-Hand Person** – Serves as reliable “home base,” takes initiative, and consistently manages both large bodies of work and small tasks.
2. **Independent Worker** – Thrives with limited supervision and excels while working independently.
3. **Problem Solver** – Solves or prevents (not just shares) problems, by thinking ahead and preparing back-up plans.
4. **Organized Multi-Tasker** – Has a track record of being incredibly organized and meeting multiple deadlines.
5. **Systems Thinker** – Excels at turning information into effective and efficient systems, manuals, or plans.
6. **Adaptable Team Player** – Remains flexible when plans change and wants to learn and master new things.
7. **Event/Meeting Planner** – Has relevant experience managing logistics for events, meetings, travel, etc.
8. **Strong Communicator** – Is a responsive, poised, and professional communicator, verbally and in written form.
9. **Tech-Savvy Professional** – Has experience and skill managing technology (databases, zoom, website, Microsoft Office Suite, etc.), with support of external IT consultant and website consultant if needed.
10. **Values-Aligned Staff Member** – Cares about our mission and programs, is respectful and kind to everyone, keeps a sense of humor, has a positive “can-do” attitude, and contributes to an upbeat organizational culture.

Preferred Competencies and Skills:

1. **Nonprofits** – Professional or volunteer experience with nonprofit organizations is a plus, not a requirement.
2. **Bookkeeping** – Experience with a bookkeeping platform (such as QuickBooks) is a plus, not a requirement.



Responsibilities:

1. Administration Management – 60% of time

- **Manages Systems**
 - Board and Staff Systems – Manages internal HR needs, with guidance from the Executive Director.
 - Consultant and Vendor Systems – Manages external HR needs and contracts. Serves as point of contact.
 - Correspondence Systems – Manages mail, email, phone, zoom, and writing/editing assignments.
 - IT Systems – Manages technology, with support from external IT and website consultants if needed.
 - Recordkeeping Systems – Manages documents, manuals, calendars, and files securely and digitally.
 - Special Project Systems – Example: Manages final payments for our scholarship program.
- **Assists with Systems**
 - Financial Systems – Provides administrative support to auditors, bookkeepers, and Executive Director.
- **Plans Meetings** (currently digital)
 - Biannual Board Meetings – Attends; takes minutes during; and manages logistics, materials, and travel for board meetings. Helps write and edit some content for the board books.
 - Biannual Site Visits – Manages logistics, materials, and travel for site visit meetings for the Executive Director, trustees, and grantee partners. Helps write and edit some content for site visit binders.

2. Grants Management – 40% of time

- Provides administrative support for receiving, reviewing, and processing grant applications from nonprofit organizations, so we can fund important social and environmental work statewide. Responsibilities include: ensuring our Grant Calendar is on track for each grant portfolio, managing our online grant database, entering data, corresponding with current and potential grantee partners, organizing and filing all grant materials, researching and summarizing some grant opportunities, updating grant sections of our website, scheduling zoom calls about grants, learning and following grant management best practices and administrative guidelines; etc.

JOIN OUR TEAM

Do you think you could be our next Administration and Grants Manager (AGM)? If so, please apply:

- **Deadline** – Apply by **Monday, November 2nd, 2020 at 5pm EST**, but applications will be accepted immediately.
- **Email** – Send your cover letter and resume as a **single PDF or Word attachment** to info@sapeloofoundation.org.
- **Title** – Title both the subject of your email and the file name of your single attachment: **“AGM - [Your Name].”**
- **Interviews** – Strong candidates may be invited for first-round interviews before the deadline.
- **No Phone Calls Please**

The Sapelo Foundation is an equal opportunity employer and considers candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, or sexual orientation. Furthermore, The Sapelo Foundation actively pursues a diverse pool of talented applicants. The position will require the individual to have his/her own vehicle for errands and meetings, as well as the ability to occasionally lift objects that may weigh over 5 to 10 pounds.