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| <b>Job title</b><br>Community Impact Grants Coordinator | <b>Department</b><br>Community Impact |
| <b>Reports to</b><br>Senior Manager, Community Impact   | <b>Supervises</b><br>N/A              |
| <b>FLSA status</b><br>Non-exempt                        | <b>Hours</b><br>Full time             |

**Date**  
December 2024

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$540 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

### **Job summary**

At Austin Community Foundation, Community Impact is the “why” behind everything we do. The Community Impact team executes ACF’s key strategies to help close the opportunity gap in Central Texas by addressing housing affordability and advancing the economic mobility of all who call this region home.

The Community Impact Grants Coordinator manages the full community-led grant cycle for our signature programs, driving innovation and ensuring the long-term success of the Foundation’s impact work. Primary responsibilities include coordinating grantmaking, leading all grant-related volunteers, and supporting fundraising, events, and data management. Additionally, this role supports the Forever Austin Fund grant cycle.

**Essential duties and responsibilities include the following.**

### **Grants Administration**

Support all areas of the Community Impact team’s grantmaking functions:

- Coordinate the annual grants cycle for ACF’s signature programs including the Hispanic Impact Fund, Women’s Fund, as well as the Forever Austin Fund.
  - Collaborate with the Senior Community Impact Manager and volunteer grants chairs to refine and improve the Hispanic Impact Fund and Women’s Fund annual grant cycles, ensuring efficient and impactful processes.
  - Serve as the point of contact for prospective applicants and grantees.

- Act as liaison for the recruitment of and communication with volunteer community reviewers. Lead development of outreach materials and promote the opportunity to target audiences.
- Coordinate all involvement of grants committee members from facilitating recruitment to hosting committee meetings to ensure a high-quality volunteer experience.
  - Create outreach materials and sign-up forms to recruit participants. Communicate regularly, schedule meetings, order meals, troubleshoot issues, and draft meeting slides or packets that facilitate the decision-making process.
- Work cross-departmentally to execute on all necessary grant processes:
  - Guide the team's use of ACF's grant database, Grant Lifecycle Manager (GLM), collaborating with the Senior Grants Manager and fund services team to troubleshoot issues, update applications, and distribute award/declination notifications.
  - Work with the Communications team to publicize requests for proposals (RFPs), host applicant information sessions, update grant-related website content and share relevant data for external impact updates.
  - Coordinate the grant payment process in partnership with the Finance team.
- Collect feedback from relevant stakeholders and identify insights to inform process improvements, ensuring solutions are implemented and feedback loops are established.
- Act as liaison for the recruitment of and communication with volunteer community reviewers. Lead development of outreach materials and promote the opportunity to target audiences.
- Coordinate all involvement of grants committee members from facilitating recruitment to hosting committee meetings.
  - Create outreach materials and sign-up forms to recruit participants. Communicate regularly, schedule meetings, order meals, troubleshoot issues, and draft meeting slides or packets that facilitate the decision-making process.
- Play a role in carrying out the inaugural Forever Austin Fund grant cycle, including responsibilities like those for the signature program grant cycles.
- Research and recommend best practices for equitable grant-making to improve processes.

### **Community Impact Department Support**

- Assist in the tracking and reporting outputs and outcomes of the Foundation's signature programs, including downloading grantee reports and synthesizing them into meaningful summaries that can be used to communicate our work's impact with stakeholders and help iterate on our practices. Keep team KPI data up to date by inputting quarterly information.
- Manage volunteer data in the Foundation's system (Community Suite), ensuring accuracy.
- Collaborate on fundraising and stewardship efforts, engaging program supporters and grant partners.
- Respond to nonprofit funding inquiries in a timely manner, and manage the [impact@austincf.org](mailto:impact@austincf.org) inbox, delegating tasks as needed.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

## Job requirements and qualifications

### Experience

- **Grants Management:** 2+ years' experience managing grants and/or overseeing grant cycles, including coordinating application processes, documenting steps and outcomes, and managing relationships with applicants and grantees required.
  - Exposure to or familiarity with trust-based philanthropy principles and practices.
  - Past experience with, or exposure to grant writing required.
- **Volunteer Coordination:** 2+ years' experience and proven ability to work with volunteer committees, including recruiting and management, facilitating meetings, and ensuring smooth coordination and volunteer experience.
- **Event or Meeting Coordination:** Comfortability overseeing all aspects of meeting preparation, from content development (PowerPoints and scripts), hospitality needs, and effective pre- and post-event communications. Demonstrated experience with public speaking, including delivering presentations, leading meetings, or representing an organization in professional settings.
- **Data, Process & Project Management:** Experience using grant management systems (e.g., GLM), or a CRM tool to track, update, and manage workflows. Demonstrated confidence in managing up, ensuring that projects stay on track and deadlines are met, even when working with senior leadership or other higher-level stakeholders.

### Training requirements (licenses, programs or certificates)

None required.

### Other knowledge, skills and abilities

- Strong written communication skills; ability to write clearly with proper grammar, spelling, and punctuation.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Outlook, with demonstrated experience effectively utilizing these tools in a professional setting.
- Strong organizational skills with the ability to manage multiple projects and tasks simultaneously while maintaining attention to detail.
- Strong interpersonal and communication skills to collaborate across teams and foster a culture of accountability and teamwork.
- Adaptability and flexibility to adjust priorities and workflows in response to changing circumstances or organizational needs.
- Proactive problem-solving skills with the ability to identify when additional resources or assistance are needed and communicate effectively to obtain support.
- Political astuteness and a proven ability to operate in a confidential way dealing with highly sensitive organizational, personal, financial, and legal information.
- Demonstrate professionalism and maturity in a variety of settings and when working with a wide range of stakeholder types, including experience in relationship management such as maintaining contacts, providing regular updates, and fostering ongoing engagement.
- Demonstrates a passion for ACF's mission to mobilize ideas and resources to strengthen Central Texas, with an understanding that driving change through institutional and community-based efforts may require patience and a long-term perspective.
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

## **Work environment and other information**

### **This is not a remote position.**

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside in the 6-county area in which we serve and to be available to come into the office part time for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

In addition, you will be required to work full-time in the office for the first 30 days of your employment.

- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary:** \$60,000 per year

### **Workplace benefits:**

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at [apply@austincf.org](mailto:apply@austincf.org). No phone calls, please. The position will remain open until filled.

*Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.*