



**THE  
COLORADO  
TRUST**

*A Health Equity Foundation*

## **POSITION DESCRIPTION**

POSITION TITLE: Grants Management Specialist

DEPARTMENT: Finance and Operations

REPORTS TO: Vice President & Chief Financial Officer

Non Exempt

### **General Description**

The Grants Management Specialist (GeMS) is responsible for managing grants administration operations for The Colorado Trust. It is the responsibility of the GeMS to: manage grantee contract requirements and performance; draft grant and other contracts; maintain grant records; monitor and report on grant strategy budgets; and ensure compliance with organizational and IRS rules and regulations. The GeMS serves as an employee-at-will of The Trust.

### **Responsibilities**

- Leads the implementation of and ensures adherence to grantmaking workflow processes and procedures
- Understands IRS requirements for private foundations and ensures compliance with those rules and regulations, including 990PF reporting
- Participates on strategy teams and supports staff in developing applications, budgets and contract requirements
- Manages administration of the grant cycle from application to closing; ensures that grant requirements are met and payments are appropriate
- Works closely with staff to review applicant and grantee financial reports to perform grant due-diligence procedures and identify potential concerns
- Corresponds with applicants and grantees as requested
- Assists in the development and maintenance of strategy budgets and monitors budget-to-actual activity
- Generates database and budget reports
- Serves as backup for other GeMS staff
- Reconciles detailed grant accounting system activity to the general ledger accounts
- Assists and supports the Finance Team in The Trust's annual audit
- Prepares materials for Board of Trustees meetings as requested
- Maintains a grants operations manual
- Ensures that the grants management database is accurate and meets legal and audit requirements
- Manages administration of grant management software and DocuSign, as well as any related technology enhancements and/or changes
- Maintains grantee contact database
- Manages the routing and signature of all contracts processed thru DocuSign, as well as all contracts funded via the grant strategies
- Processes all grant, matching and directed contribution payments, as well as certain other contract payments
- Educates and trains staff on grants management system
- Manages the Directed and Matching programs; provides reports to staff and Board as needed
- Maintains a confidential stance in regard to foundation and grantee activities

- Is willing to travel in state and nationally; has access to an automobile for such travel
- Carries out such other duties as shall be assigned from time to time.

### **Supervisor Relationship**

The person designated to provide supervision of the GeMS and from whom the GeMS takes direction in all matters relating to carrying out the duties and responsibilities described in this position description is the Vice President & Chief Financial Officer.

### **Qualifications**

The GeMS shall be a person who has:

- A Bachelor's degree, preferably, with accounting experience or commensurate work experience
- Extensive familiarity with grants management software and several years of experience with the software and database in a responsible position
- Demonstrated technology experience, providing administrative support to complex systems as well as overall system implementation management
- Strong knowledge of and understanding of financial statements of nonprofit organizations, and has performed financial due diligence reviews of grantees
- Advanced experience in database management
- Experience with Microsoft SharePoint and FLUXX, preferably
- The ability to maintain a cooperative, supportive and amiable relationship with other members of The Trust's staff
- Understanding of the private foundation legal environment and tax exempt status, including knowledge of expenditure responsibility requirements, and fiscal sponsor vs. fiscal agent
- Demonstrated fiscal management skills, including budget management, developing and maintaining appropriate internal controls, and grant administration policies and procedures
- Demonstrated strong communication skills
- The ability to draft contracts
- Leadership skills, such as to invite and sustain the confidence of the Board, staff and grantees of The Trust and to promote the credibility of The Trust in the community at large
- The ability to maintain a confidential stance with respect to the business and affairs of The Trust, and those with whom it has relationships.

### **Salary Range**

\$59,000 – \$70,000 annually, depending on experience. The Trust offers a comprehensive benefits package to qualifying employees.

### **To Apply**

Please submit a detailed letter of interest, résumé and contact information. Electronic submission by email to [humanresources@coloradotrust.org](mailto:humanresources@coloradotrust.org) is preferred, or by mail to:

The Colorado Trust  
Attn: Human Resources  
1600 Sherman St.  
Denver, CO 80203

**This position closes Friday, Feb. 5, 2016 at 5 p.m. MDT.**

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).