POSITION DESCRIPTION

**POSITION TITLE:** Grants Management Specialist  
**DEPARTMENT:** Finance & Operations  
**REPORTS TO:** Grants Finance & Compliance Manager  
☑️ Exempt

**The Colorado Trust**
The Colorado Trust (The Trust) is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

**General Description**
The grants management specialist is responsible for managing grants administration operations throughout The Colorado Trust and supporting grantees and staff in a responsive manner. It is the responsibility of the grants management specialist to manage grantee contract requirements and performance in accordance with both The Colorado Trust's internal policies and procedures as well as IRS rules and regulations. The grants management specialist serves as an employee at will of The Colorado Trust.

**Responsibilities**
- Leads the implementation of and ensures adherence to grantmaking workflow processes and procedures and IRS compliance
- Participates on grantmaking strategy teams and works with colleagues individually to develop application, budget and contract requirements
- Manages administration of the grant cycle from application to closing; ensures that grant requirements are met and appropriate payments are made
- Works closely with colleagues to review applicant and grantee financial reports and ensures compliance with the terms of the grant contract
- Corresponds with applicants and grantees as needed
- Assists in the development and maintenance of strategy budgets and monitors budget-to-actual activity in the accounting software
- Generates database and budget reports as needed
- Serves as backup for other grants team members as needed
- Manages annual strategy-budget reconciliation
- Assists and supports Finance & Operations department colleagues in The Colorado Trust's annual audit
- Prepares materials for board of trustees and board committee meetings as requested
- Maintains a grants operations manual, as well as internal grants and contracts policies and procedures
- Ensures that the grants management database is accurate and meets legal and audit requirements, as well as the reporting and technology needs of the organization
- Creates and tracks consultant contracts and independent contractor agreements; routes for signature and manages deliverables and payments
- Educates and trains staff on database processes and requirements on an ongoing basis
- Manages the directed and matching grant programs; provides reports to staff and the board of trustees as needed
- Carries out other duties as assigned
- Maintains a confidential stance in regard to foundation and grantee activities
- Is available for work-related travel in state and nationally, and has access to an automobile for such travel.

**Supervisor Relationship**
The person designated to provide supervision of the grants management specialist and from whom the grants management specialist takes direction in all matters relating to carrying out the duties and responsibilities described in this position description is the grants finance & compliance manager.

**Qualifications**
- Bachelor’s degree (preferred but not required), with accounting experience or commensurate work experience
- Thorough familiarity with grants management software; several years of experience with the software and database in a responsible position
- Ability to maintain a cooperative, supportive and amiable relationship with other Colorado Trust staff members
- Familiarity with and understanding of the nonprofit legal environment and tax-exempt status
- A facility for clear, concise and honest representation of The Colorado Trust through all forms of communication and in all forums
- Leadership skills such as to invite and sustain the confidence of the board of trustees, staff and grantees of The Colorado Trust and to promote the credibility of The Colorado Trust in the community at large
- General understanding of The Colorado Trust’s organizational structure and the interaction of the separate functional elements and departments of the foundation (i.e., Executive, Grants, Finance & Operations, Research, Evaluation & Strategic Learning and Communications).
- Ability to maintain a confidential stance with respect to the business and affairs of The Colorado Trust and those with whom it has relationships.

**Salary Range**
$77,000-$109,000 annually. The Trust offers its employees a comprehensive and competitive benefits package, including medical and dental coverage, retirement plan, group life insurance and paid time off.

**To Apply**
Please apply via The Trust’s online application system. Registration is not necessary to use this system. Document uploads may be required. The application system is currently only available in English; applicants who prefer to apply in Spanish may apply via email if needed. All other applications must be received via the online application system. Please contact us with any questions you may have.

**The deadline to apply for this position is 5 p.m. MST on Monday, June 7, 2021.**

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.