



A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Grants Manager
DEPARTMENT: Finance & Operations
REPORTS TO: Grants Management Director
 Exempt, Full Time

The Colorado Trust

The Colorado 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 Colorado Trust. Since then, The Colorado 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 Colorado 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 Colorado Trust strives to maintain a diverse workforce that reflects the communities we serve and aims to build an organizational culture that reflects our commitment to equity.

General Description

The grants manager is responsible for autonomously managing grants administration operations throughout The Colorado Trust in a responsive manner to grantees and staff. It is the responsibility of the grants manager to manage grantee contract requirements and performance. The grants manager influences the development and implementation of The Colorado Trust's internal policies and procedures and ensures compliance with IRS rules and regulations.

This is an in-person position based in The Colorado Trust's Denver offices with the possibility of hybrid telecommuting at the discretion of the supervisor and/or organizational policy. The grants manager serves as an employee at will of The Colorado Trust.

Responsibilities

- Support a minimum of one Colorado Trust funding strategy
- Lead the implementation of, improve and ensure adherence to grantmaking workflow processes and procedures and IRS compliance
- Participate on grantmaking strategy teams and work with colleagues to develop application, budget and contract requirements for assigned funding strategies
- Manage administration of the grant cycle from application to closing; perform due diligence and ensure that grant requirements are met and appropriate payments are made
- Work with colleagues to review applicant and grantee financial reports and ensure compliance with grant contract terms
- Build and maintain strategic and collaborative relationships with Colorado Trust staff, grantees and partners to ensure the success of Colorado Trust funding strategies
- Support the development and maintenance of designated strategy budgets in partnership with Grants Department staff
- Ensure that the grants management database is accurate and meets legal and audit requirements, as well as the reporting and technology needs of the organization

- Generate database and budget reports as needed
- Serve as backup for other grants management team members as needed
- Assist and support Finance & Operations Department colleagues in The Colorado Trust's annual audit
- Prepare materials for board of trustees and board committee meetings as requested
- Contribute to the development of internal grants policies and procedures
- Carry out other duties as assigned.

Supervisor Relationship

The person designated to provide supervision of the grants manager and from whom the grants manager takes direction in all matters related to carrying out the duties and responsibilities described in this position description is the grants management director.

Qualifications

- Bachelor's degree (preferred), with a minimum of two years experience in grant writing, grantmaking or similar at nonprofit and/or philanthropic organizations
- Experience supporting nonprofit fiscal management strongly preferred
- Minimum of two years experience with grants management software and/or databases, and software and/or databases oversight
- Minimum of two years experience leading or co-leading nonprofit programs
- Ability to foster and maintain a cooperative, supportive and amiable relationship with other Colorado Trust staff members and external partners
- 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
- Familiarity with and understanding of the nonprofit legal environment and tax-exempt status
- Facility for clear, concise and honest representation of The Colorado Trust through all forms of communication and in all forums
- Demonstrated problem-solving skills and experience thriving in a flexible and changing environment
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Strong understanding of working within a multidepartmental organizational structure with separate functional elements
- Ability to maintain a confidential stance with respect to the business and affairs of The Colorado Trust and those with whom it has relationships
- Passion for and commitment to The Colorado Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado.

COVID-19 Vaccination Requirement

All Colorado Trust employees are required to be fully vaccinated against COVID-19, and provide documentation to this effect upon request. Employees must be fully vaccinated at least two weeks from their first day of employment at The Colorado Trust. Exemption requests will be evaluated on a case-by-case basis.

Salary and Benefits

\$105,000-\$115,000 annually. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical and dental insurance, a retirement plan, group life insurance and paid time off.

To Apply

Please apply via The Colorado 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 would 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.

Please apply as soon as possible. This position will close without advance notice once The Colorado Trust receives a sufficient number of qualified candidates.

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our mission 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.