

The Brown Foundation

Associate Grants Officer Job Description

Founded in 1951, [The Brown Foundation](#), Inc. has awarded more than \$1.8 billion in grants, principally focused on education, the arts, and other organizations that make Houston, Texas, a stronger, more vibrant community. The Brown Foundation is committed to creating impact by supporting excellence in its grantees and building on an enduring legacy of philanthropic support for the Houston community and beyond.

POSITION SUMMARY

The Brown Foundation seeks an enthusiastic and dedicated professional to join our grants team as **Associate Grants Officer (AGO)**. The primary goal of this position is to support the grantmaking process and allow the Foundation to distribute between \$65,000,000 and \$80,000,000 annually. The AGO both will own a portfolio of grants and play a key role to streamline and strengthen information gathering, Foundation communications, and meeting preparation and execution. The AGO will report to the Chief Grants Officer (CGO) and will provide strategic partnership to both the CGO and the Executive Director (ED). The AGO will work closely with the Foundation's staff, Trustees, and members. The position is located in Houston, Texas.

KEY RESPONSIBILITIES

The Associate Grants Officer will support multiple projects within the Foundation's grantmaking function requiring strong skill in organizing and executing day-to-day tasks, exceptional written and verbal communication with internal and external audiences, and an ability to analyze and synthesize data to share with others. Some of the functions of the Associate Grants Officer will connect to the cyclical nature of the Foundation's grantmaking calendar, while other projects will exist outside of the Foundation's responsive grantmaking cycles. Specifically, the AGO will:

- **Conduct appropriate due diligence of current and prospective grantees**
 - Communicate regularly with current and prospective grantees, through phone interviews; site visits; research; analysis of programmatic and financial information; and more.
 - Synthesize and present relevant diligence to CGO, ED, and Board Committee members.
 - Maintain robust information about current and prospective grantees in the Foundation's Salesforce system, to enable knowledge-sharing.
- **Support Foundation Grantmaking Processes**
 - Compile, edit, and assist in the production of high-quality meeting materials for Board, Board Committee, and other important Foundation meetings
 - Track and execute follow-up from grantee, grantmaking, and team meetings
 - Manage and coordinate onsite, off-site, and virtual grantee meeting schedules for the ED, CGO, and Foundation members
 - Conduct research and prepare relevant, concise summaries of grantmaking issues or opportunities, both proactively and at the request of Foundation members
 - Maintain a current and rich knowledge base about current community issues, including attending learning experiences (webinars, conferences, etc.) and sourcing media or other reports that will advance knowledge of staff and Foundation members
 - Expand team capacity through completing projects based on the needs of the Foundation
 - Serve as back-up for primary responsibilities managed by other team members
- **Strengthen Foundation Relationships Through Compelling Communications**
 - Draft correspondence on behalf of the Foundation, the Grants Officer, and the Executive Director for internal and external distribution

- Draft and distribute minutes from official Foundation meetings
- Serve as the primary point of contact for new grant inquiries
- Ensure that inbound grant-related questions or requests from current or prospective grantees are routed appropriately and resolved
- Communicate with current and prospective grantees to request information, basic support, and seek feedback about grant processes
- Ensure communications and key data are accurately documented in our Salesforce system

QUALIFICATIONS

The ideal candidate for the position will have a bachelor's degree with at least 3 years of professional experience, including experience working collaboratively within a team. Specifically, the successful candidate will possess and demonstrate the knowledge, skills, experiences, and mindsets described here.

- **Knowledge, Skills, & Experiences:**
 - Record of independently preparing quality materials for Boards or senior-level leadership;
 - Superior written and verbal communication and listening skills; experience crafting communications for internal and external audiences;
 - Strong analytical skills and ability to judge soundness of grant requests;
 - Generalist knowledge of Houston nonprofits and at least one Foundation giving area (conservation, arts, human services, civic engagement and/or education);
 - Strong project management skills and ability to track grantee performance; and
 - Proficiency with Microsoft products (Office, OneDrive, Sharepoint) and Salesforce preferred
- **Mindsets:**
 - Strong commitment to the mission of the Foundation and passion for the work of grantees;
 - A commitment to being responsive and accessible to requests for support and guidance;
 - An orientation toward servant-leadership;
 - Proven background as a team player with a roll-up-one's sleeves attitude;
 - Exceptional professional maturity, integrity and trustworthiness in all actions, including ability to maintain confidentiality and exercise discretion with sensitive information;
 - Self-awareness, and a commitment to giving, and receiving, and acting on professional feedback in the spirit of growth; and
 - Comfortable working in a small office environment

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. A comprehensive benefits package, including health and dental benefits, generous vacation and a retirement savings plan, is offered to all full-time employees.

HOW TO APPLY

Please apply [here](#), include a cover letter and resume. Applications will be received until June 11, 2021. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.

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