



SEPTEMBER 2025 / OPEN UNTIL FILLED

About the Catholic Community Foundation of Minnesota (CCF)

Based in St. Paul, CCF is the largest Catholic community foundation in the country, stewarding more than \$750 million in charitable assets and having distributed over \$330 million in grants since its founding in 1992. In FY25 alone, we granted over \$45.3 million through 4630 individual grants to more than 1200 charities.

CCF occupies a distinctive place at the intersection of faith and philanthropy. With a mission grounded in Catholic social teaching, CCF brings together donors, parishes, schools, and ministries to support the spiritual, educational, and social vitality of Catholic life across Minnesota.

CCF listens deeply to community needs, honors donor intent, and builds long-term partnerships that reflect shared values. CCF's impact is both wide-ranging and deeply personal. Through thoughtful grantmaking, endowment-building, and strategic initiatives, CCF supports the evolving needs of Catholic institutions while also guiding individuals and families in aligning their giving with their faith.

Our Mission: To support financially the spiritual, educational, and social needs of our Catholic community.

About the Position

Title

Grants Program Officer

Office Location

Saint Paul, MN / Hybrid

Reports to

Vice President of Impact

Job Type

Full Time

Position Description

The Grants Program Officer plays a key role in managing the grantmaking process for foundation-directed programs and supporting donor-directed grantmaking. This position is responsible for soliciting, reviewing, and evaluating funding proposals; coordinating grant approvals; and supporting follow-up reporting and documentation. Foundation-directed grants totaled \$1.6 million through more than 300 grants.

The Grants Program Officer also provides administrative and research support to the broader Grants team, including assisting with distributions from donor advised funds, researching potential nonprofit partners, and maintaining accurate grant records.

Requirements

The successful candidate will have the following:

EXPERIENCE: 2+ years as a grants manager or grants program associate at a foundation or other grantmaking entity.

EDUCATION: Bachelor's degree.

SKILLS

- Demonstrate excellent oral and written communication skills.
- Possess working knowledge of donor-advised funds, endowments, and competitive grantmaking.
- Be proficient in Microsoft Office 360—primarily Outlook, Word, and Excel—and able to learn and use foundation-related software, including grant application and donor portals.
- Experience with Salesforce is a plus.
- Demonstrate excellent organizational, analytical, and problem-solving skills.
- Show strong attention to detail and the ability to analyze data.

CHARACTERISTICS

- Exhibit a heart for the Catholic faith, a connection to the local community, and a commitment to the mission and values of the Catholic Community Foundation.
- Show curiosity about issues and trends in the communities served by CCF grants.
- Be self-motivated and comfortable taking initiative.
- Enjoy collaborating across departments and working in a team environment.
- Desire a dynamic, fast-paced work setting.
- Demonstrate the ability to receive direction and feedback with grace.

Responsibilities

As one of two Grants Program Officers, you will partner with the Vice President of Impact to implement strategies for high-impact, faith-consistent grantmaking. Your responsibilities will include:

CCF-Directed Grants Programs

- Researching community needs and services.
- Requesting and tracking applications.
- Conducting or facilitating site visits.
- Managing grant notifications, grant agreements, check requests, and grant publicity.
- Requesting, receiving, and reviewing required outcome reports.

Administrative Support

- Acting as liaison with CCF marketing & communications department to help identify opportunities to highlight impact.
- Providing administrative support for CCF grantmaking processes, including providing backup support for distribution of donor advised fund grants in the absence of the Grants Manager.
- Supporting the Vice President of Impact and the Grants Manager with special projects or activities as needed.
- Screening new charities for alignment with Catholic social teaching consistently with CCF's procedures.
- Managing an online donor portal by adding new participants, coordinating content, and providing technical support.
- Managing grant application forms.
- Assisting with distributions from perpetual endowment funds as needed.
- Responding to and logging unsolicited grant requests.
- Taking minutes at Grants Committee meetings.

TO APPLY:

Send your resume, along with a cover letter stating your reason for interest in the position and highlighting your relevant skills, to:

Meg Payne Nelson
Vice President of Impact
nelsonm@ccf-mn.org

Resumes not accompanied by a cover letter will not be reviewed or acknowledged.