



SEPTEMBER 2022 / OPEN UNTIL FILLED

## About the Catholic Community Foundation of Minnesota

The Catholic Community Foundation of Minnesota (CCF) partners with Catholic individuals, families, parishes, and institutions to create meaningful charitable giving strategies and steward their financial resources. CCF is a catalyst for strength and vitality in the Catholic community, granting \$18+M to Catholic and other causes annually.

Established in 1992, CCF helps Catholics know the joy of expressing faith through giving.

### Our Mission

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

## About the Position

### Title

Grants Program Associate

### Office Location

Saint Paul, MN / Hybrid

### Reports to

Vice President of Impact

### Job Type

Full Time

## Position Description

The Grants Program Associate is responsible for administrative and research support for the grants department including both donor-directed and CCF-directed grantmaking. These functions include new and potential charity research, assisting with outcome report collections, providing backup support for issuing grants from donor advised funds, and other administrative support.

## Responsibilities

- Provide administrative support for CCF-directed grantmaking processes, including requesting and tracking applications; conducting or facilitating site visits; and managing grant notifications, grant agreements, check requests, and grant publicity.
- Assist with request, receipt, and review of required outcome reports.
- Act as liaison with CCF communications department to facilitate impact story identification.

- Consistent with CCF procedures, screen new charities for alignment with Catholic social teaching.
- Manage online donor portal by adding new participants, managing content, and providing technical support.
- Manage donor opportunities page on the CCF website.
- Provide backup support for issuing grants from donor advised funds in the absence of the grants manager.
- Assist with community endowment and beneficiary endowment distributions.
- Assist with research on community needs and services.
- Respond to and log unsolicited grant requests.
- Take minutes at Grants Committee meetings.
- Support the VP of impact and the grants manager with special projects or activities as needed.

### Required Education, Skills, Knowledge, and/or Abilities

- Bachelor's degree
- A commitment to the mission and values of the Catholic Community Foundation
- Curiosity about issues and trends in the communities served by CCF grantees
- Excellent written and oral communications skills
- Excellent organizational, analytical, and problem-solving skills
- Excellent attention to detail and ability to multitask under deadlines
- Proficiency required in Microsoft Office 360, primarily Outlook, Excel, and Word
- Experience with Salesforce a plus

### To Apply

Submit cover letter, resume, and two professional references to Meg Payne Nelson at [nelsonm@ccf-mn.org](mailto:nelsonm@ccf-mn.org). The position will remain open until filled. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation is an equal opportunity employer.