



## **Job Opening – Office and Grants Manager**

### **About the Tull Charitable Foundation**

For 70 years, the Tull Charitable Foundation has endured to carry out the vision of J. M. Tull, a successful businessman, civic leader and an active supporter of many of Atlanta's non-profit institutions. Guided by the legacy of the Founding Trustees, the Tull Foundation is led by an eight-member Board of Trustees representing leaders from Metro Atlanta's civic, education, philanthropic, and corporate sectors who value diversity, equity and inclusion in all aspects of the Foundation's operations.

Today, our mission is to co-create a more just and equitable future by building partnerships with and investing in organizations making an impact in Metro Atlanta communities. To support our mission, the Foundation seeks to build a culture of partnership, support, and continuous learning. We also embrace a set of core values that are rooted in the Foundation's history and guide its thinking, actions, decisions and priorities:

- **Integrity:** Our work strives for honesty, humility, trustworthiness and transparency in all that we do and expect the same of our non-profit partners.
- **Impact:** We are committed to being a philanthropic leader in the Metro Atlanta region and making an impact through expanded access. We do this through partnership, building trust and focusing on racial and gender equity.
- **Community Engagement:** We prioritize leadership and dialogue and focusing on historically excluded voices.
- **Collaboration:** We believe that impact is not made in isolation and that our work is strengthened through shared ideas. We recognize that our resources and impact can be multiplied through partnerships among non-profit organizations and peer grantmakers. We further value a productive and collaborative working relationship among Board members and between Board leadership and staff.
- **Stewardship:** Just as our founders valued frugality and efficiency, we run a lean operation, hiring and guiding skilled staff and trustees and keeping our processes simple. We value organizations that espouse this philosophy.
- **Relational and Responsive:** We are inspired by Mr. Tull's legacy to listen and take action.

## **Position Description – Office and Grants Manager**

The Tull Charitable Foundation seeks to co-create a more just and equitable future by building partnerships with and investing in organizations making an impact in Metro Atlanta communities. We do this by building trust with the nonprofit community and investing primarily in nonprofits that focus their experience and expertise on promoting racial equity through their work. We are currently seeking an Office and Grants Manager to join our team to support the Executive Director in carrying out the Foundation's day-to-day operations and grantmaking efforts. We are a two-person office, with this position reporting to the Executive Director.

The ideal candidate will bring both their experience and expertise working in partnership with the non-profit community, as well as an eagerness to learn the Foundation's business and embrace new grantmaking strategies that keep pace with Metro-Atlanta's operating environment. He/She/They will be comfortable working in a small-office environment, serving as the first point of contact for inquiries about the Foundation's grantmaking while seamlessly transitioning to the administrative tasks necessary for the day-to-day operations of the Foundation's office.

Specific Responsibilities include:

- Office Management
  - Maintain reception area of Foundation's office; managing incoming phone calls/visitors
  - Manage access to and proper functioning of IT tools and availability of day-to-day office equipment
  - Serve as liaison with building management
- Grants Management
  - Work with Executive Director to develop and maintain applicant pipeline
  - Maintain grant management database (Blackbaud Grantmaking)
  - Maintain and organize grant related electronic files
  - Support annual grant cycles
    - Prepare background information on organizations new to the Foundation
    - Review Letters of Inquiry and applications for accuracy and completeness
    - Ensure timely and clear communication with nonprofits inquiring about grantmaking process and timelines
  - Produce reports from grant management database
- Preparation for Trustee Meetings
  - Coordinate calendar for all Trustee meetings
  - Support Executive Director in preparation of governance, finance, and program materials for quarterly Trustee meetings
  - Organize Foundation's Annual Board of Trustees Dinner
- Relationship Building with Nonprofit Community
  - Work collaboratively with ED to maintain the programmatic portions of the Foundation's website
  - Provide grantseekers with responsive assistance to move efficiently through the grantmaking process

- Provide calendar management for coordination of grant review process with grantseekers and Foundation staff
- Coordinate execution of grant agreements, fulfillment of grant conditions, and wire transfers
- Track open grant relationships for payments, reporting, and overall health and performance of the Foundation's grantee partners
- Coordinate end of grant debrief meetings and materials
- Participate in relevant community meetings, workshops, and conferences, as time allows
- Support special projects and request as needed

### **Qualifications**

- Strong commitment to promoting racial equity
- B.A./B.S. with 3-5 years of work experience or equivalent combination of education and experience
- Detailed knowledge of and demonstrated proficiency in the use of office computer applications, including Microsoft Word, Excel, PowerPoint, Outlook
- Proficiency in the use of board management and grant management software preferred
- Demonstrated skill in using data resources to analyze data and produce regular reports
- Welcoming communicator who can serve as initial point of contact for inquiries about the Foundation and help nonprofits navigate our grantmaking process
- Excellent writer with the ability to distill large amounts of information to descriptive summaries for internal and external communications

### **Other**

The Tull Charitable Foundation operates as an in-person working environment four days a week. The office is closed on Fridays.

### **Salary**

\$60,000

### **To Apply**

Please submit a cover letter and resume to [carol@tullfoundation.org](mailto:carol@tullfoundation.org) with the subject line "Office and Grants Manager Position"

*The Tull Charitable Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*