



Community Foundation OF JACKSON HOLE

Position: Grants Officer

Description: The Grants Officer will join a dynamic, community-minded team in a full-time, exempt, staff position. This position plays an integral role in making high-impact grants, fostering a culture of philanthropy, and helping cultivate a thriving nonprofit sector in Jackson Hole. In close partnership with the Director of Grants and Nonprofit Outreach, the Grants Officer will help facilitate annual grantmaking over \$2.5M, as well as educational programming that supports the impact of local nonprofits. The position will also work with the Chief Operating Officer, Grants Associate, and other key staff at the Community Foundation of Jackson Hole to deliver resources and support to the Jackson community aligned with strategic goals of the Foundation.

Reports To: Director of Grants & Nonprofit Outreach

Primary Duties and Responsibilities:

➤ **Grants Program Execution**

- Administer the full lifecycle of the Foundation's 8 grant programs, including application processing, award tracking/reporting, nonprofit communications, promotion, and general support in close partnership with Director of Grants
- Leverage technology to ensure all grant programs have efficient, effective, and transparent processes
- Serve as the internal technology lead for the Foundation's grantmaking software, Survey Monkey Apply
- Streamline and enhance grant administration processes to align with Foundation and grantee needs
- Orchestrate grants-related events, e.g. Youth Philanthropy Awards Party, grant review meetings

➤ **Nonprofit Outreach and Programming**

- Orchestrate biennial Nonprofit Compensation Survey and publication of the associated Report, in tandem with an outside consultant
- Promote nonprofit best practices by orchestrating professional development workshops and roundtables
- Support the development and administration of nonprofit relationship management structure and process, in partnership with Director of Grants

➤ **Other**

- Support the development and execution of a program evaluation framework to help the Foundation understand its grantmaking impact
- Contribute to the development of annual Grants budget
- Collect and prepare content for Annual Report, in collaboration with Director of Grants
- Support the execution of Scholarships and other non-grants program as needed
- Serve as a visible, professional representative of the organization
- Support all staff in achieving the overall goals and objectives of the Foundation



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Skills/Experience Required

- Strong project/program management and organizational skills
- Excellent interpersonal and communication skills, both written and oral
- Ability to build and maintain strong working relationships with diverse constituents
- Strong organizational skills and detail orientation
- Ability to prioritize and manage individual workload
- Program planning experience; volunteer management desirable
- Familiarity with the Jackson Hole community and local nonprofits
- Competency in Microsoft products (SharePoint, Outlook, Word, Excel & PowerPoint); willingness to learn and master new software, including SurveyMonkey Apply, Insightly CRM, and Stellar iPhi
- Ability to take direction and work cooperatively
- Impeccable moral and ethical standards and conduct
- Intense commitment to the mission and work of the Community Foundation of Jackson Hole

Our Ideal Candidate

- You're a systems thinker with significant project management experience.
- You recognize opportunities to improve processes and are proactive in addressing them.
- You're a self-starter. Once team priorities and action plans are established, you execute independently, effectively, and on time.
- You're detail-oriented. Your eagle eye readily spots reporting inaccuracies, misspellings, and other errors.
- You love a good spreadsheet – whether a task list, report, or project management tool.
- You're excited to use your excellent interpersonal and communication skills to build relationships with local nonprofits.
- You're a strategic thinker who embraces complex concepts and new initiatives.
- You earnestly believe that “teamwork makes the dream work.” You have “thought partner” written all over you!
- You're self-reflective, culturally competent, and committed to recognizing and addressing bias both personally and structurally.
- The only things stronger than your passion for purpose are your personal integrity and your discretion managing confidential information.

Values

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

- **Community.** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.



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- **Collaboration.** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection.** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion.** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity.** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

The Environment

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible, but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through, and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

The Community Foundation of Jackson Hole is an equal opportunity employer. We encourage applications from individuals of any race, religion, color, national origin, sex, gender identity, gender expression, disability, age, veteran status, and/or any other legally protected group.

Starting salary

\$75,000 + full benefits

To Apply

Submit the following to careers@cfjacksonhole.org by December 1st:

1. a cover letter outlining why you're a great fit for the role
2. your resume
3. three professional references, including at least one direct supervisor