

The George Foundation

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Chief Grants Officer

Position Information

Title: Chief Grants Officer

Department: Grants

Supervisor: Chief Executive Officer

Job Classification: Exempt

Revised: May 2023

Position Summary

The Chief Grants Officer (CGO) is a senior-level role with the responsibility to lead the foundation's place-based grantmaking program in pursuit of our mission to positively impact Fort Bend County and its residents. The CGO works directly with the CEO and Board of Trustees to develop grantmaking strategies and provides insights and recommendations to guide the achievement of mission-related goals. The CGO leads the grants department throughout the full spectrum of the grantmaking process and provides oversight of departmental operations. The CGO also serves as a resource and partner to local nonprofits to address critical community needs through capacity building and collaboration and may serve as the foundation representative for key community initiatives.

Position Responsibilities

GRANTMAKING FUNCTIONS

- Direct and oversee all aspects of the foundation's grantmaking program including application intake, proposal review, due diligence, site visits, contract preparation, grant payments, reporting, and close out
- Directly manage a sizable portfolio of grantees to guide and evaluate throughout the full grant process

- Provide funding recommendations to the Board of Trustees aligned with the Foundation's mission and strategic plan during monthly board meetings
- Utilize grants management system and work with grants staff to modify system functional capabilities as needed
- Provide capacity building and other opportunities to grantees and nonprofit community beyond grant funding

LEADERSHIP FUNCTIONS

- Provide leadership, guidance, and development to grant department staff
- Maintain a high performing team through regular feedback, coaching, and communication
- Effectively communicate with foundation staff, Trustees, grantees and other community partners
- Convene and/or collaborate with grantees and other stakeholders to address critical community issues
- Represent and take action on behalf of the foundation in a variety of public and private meetings, events, and workgroups related to our work in the community

STRATEGY, PLANNING, & ANALYSIS FUNCTIONS

- Work closely with CEO, Trustees, and staff to develop and refine grantmaking strategy and tactics to maximize the foundation's impact
- Continue leadership of foundation's Human Centered Design initiative for rental assistance
- Operationalize the strategic plan through developing departmental work plans, policies, procedures, calendars, and budgets
- Lead stakeholder engagement and communication efforts to support the strategic plan and priority initiatives
- Create reports and analysis to better understand grantee outcomes and impact

OTHER PRIORITY FUNCTIONS

- Design and prepare routine and customized reports, data extracts, charts, and written reports to support management & Trustees' strategic decision-making
- Manage integrity of accurate and organized grants data records and other resources
- Maintain strict compliance with IRS regulations in addition to audit, legal, and internal policies related to grantmaking, expenditures, and other requirements within scope of responsibility
- Partner with CFO and CEO to create and manage grant department budget
- Undertake special projects and administrative duties as assigned by CEO or Trustees

Position Qualifications

- 4-year college degree required
- Minimum 8 years of experience in grantmaking, nonprofit, business management, or other relevant function
- Knowledge of and commitment to Fort Bend County and its residents
- Demonstrated leadership and management
- Willingness to work at both macro to micro levels
- Ability to manage large volume of projects with a high level of attention to detail
- Excellent written and verbal communication skills
- Strong critical thinking and analysis ability
- Strong quantitative skills to interpret and analyze financial statements and reports
- This position requires a satisfactory background check and credit history report

Please email resume' or any questions about the opportunity to Roger Adamson at roger@thegeorgefoundation.org.

Physical				
Liftin		Mobilit		
	Not Applicable	✓	Standing	Kneeling
	10 lbs maximum	✓	Walking	Crouching
✓	25 lbs maximum	✓	Sitting	Crawling
	50 lbs maximum	✓	Stooping	Climbing
	100 lbs maximum	✓	Reaching	
Visual				
	Not Applicable			
✓	Extensive Reading (50% or more of work time spent reading.)			
✓	Extensive Computer usage (50% or more of work time viewing VGA monitor.)			
	Close or highly concentrated visual work.			
Audio				
	Not Applicable			
✓	Receive detailed information through verbal communication			
✓	In person			
✓	By telephone			
Personal				
	Not Applicable		Repetitious Operations	
	Overtime		Evenings	Weekends
	Shift work	✓	Stress	
	Travel		days per month ____	
	Office environment with moderate noise			