



The Denver Foundation

JOB TITLE: Temporary Gifts & Grants Administrative Associate

REPORT TO: Director of Gifts & Grants

FLSA STATUS: Non-Exempt, Temporary

POSITION SUMMARY:

The Temporary Gifts & Grants Administrative Associate supports the administration and execution of the foundation's gifts and grants processes. The Temporary Gifts & Grants Administrative Associate reports to the Director of Gifts and Grants and works closely with the other Gifts and Grants team members and various internal and external stakeholders. This position is responsible for processing gifts and grants to ensure accuracy and compliance with tax law. The Temporary Gifts & Grants Administrative Associate supports the administration, execution, and integrity of the foundation's overall grants process.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Gift and Grant Administration (100%)

- Process grants recommendations from various fund types, ensuring grantee and grant information are maintained accurately in appropriate systems.
- Process gifts received by the foundation, including cash, checks, stocks, wires, online, credit cards (including monthly recurring), EFT, mobile pay, and in-kind transactions
- Utilize our data management systems, including Community Suite, GLM, and SLM, for all grant and gift processing while maintaining strong data integrity and following program techniques and procedures
- Follow due diligence requirements and compliance guidance with relevant tax laws governing the foundation's grants
- Follow documented procedures, identifying opportunities for procedure efficiencies
- Provide excellent customer service to all organizations interfacing with the foundation regarding grants
- Assist the overall Gifts and Grants team

REQUIRED QUALIFICATIONS:

- Minimum of one year of relevant experience, preferably in a nonprofit or foundation environment
- Data entry and data management experience
- High attention to detail, project management skills, and ability to follow through on deadlines
- Excellent interpersonal and communication skills, including the ability to work as part of a team
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- An unwavering commitment to racial equity
- Maintain a high level of confidentiality
- Detail oriented and organized
- Research and problem-solving skills

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WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional possibility for this job.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATION:

- Must be authorized to work in the United States

OTHER DUTIES: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a temporary- hourly position in Denver, Colorado. We work on a hybrid schedule of at least two days in-office (Monday and Thursday required). The starting compensation range for this position is \$24.00 - \$26.45 per hour. This temporary position is hourly, non-exempt and eligible for paid time off, and retirement contributions. This position is not eligible for other benefits provided by the foundation. The starting wage will be based on experience.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

Printed Name:

Date:

Signature:

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