The Position: Grants and Program Associate

Reports to: Vice President of Community Impact

Us

Napa Valley Community Foundation (NVCF) seeks to build and sustain a strong and diverse community, reflected in our work and in our staffing. We pride ourselves on being an employer of choice -- offering a competitive compensation package, development opportunities and a fun, productive and fulfilling workplace environment.

NVCF works side-by-side with local donors and nonprofits to tackle the most important challenges our Valley faces. Now celebrating 29 years of service to the community, the Foundation has distributed more than $100 million in grants to improve the quality of life for residents of the region, and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond.

According to a survey of several thousand donors conducted by the nonprofit Center for Effective Philanthropy (Donor Perception Report, 2016), NVCF is the top-rated community foundation in the US on most key measures related to donor satisfaction and impact.

NVCF continues to transform and grow, and our innovative programs have served as a model for other community foundations across California and the US, and its work in partnership with area donors has resulted in feature coverage for the organization in outlets such as the New York Times, LA Times, KQED Radio, American Public Media’s Marketplace, KCBS TV, La Opinion, KCBS Radio, Forbes.com and Univision.

Learn more at www.napavalleycf.org.

You

We are looking for someone who will show up as their whole self because we value diversity and inclusion, as well as people who enjoy fun and hard work. You enjoy challenges and don’t shy away from doing repetitive and administrative processes. You can speak to a diverse range of stakeholders, from grantseekers to donors with the same degree of professionalism and care. You will approach your work with precision and creativity. You are collaborative and a self-starter.

Job overview

The Grants and Programs Associate (GAPA) supports the Philanthropic Services and Program departments of Napa Valley Community Foundation. They perform admin, clerical and office support tasks and work closely with the Manager of Grants and Scholarships (MGS) to process the several hundred Donor Advised Fund (DAF) grants, discretionary grants and scholarship awards we make to
our nonprofit partners to local students each year. Duties include data entry, correspondence with DAF account holders (aka, Donor Advisors, who are typically individual and family donors), correspondence with nonprofits and tracking various grant requests and reports. The GAPA is a heavy user of NVCF’s CRM database, akoyaGO, and Microsoft 365 cloud-based software programs including Outlook, SharePoint, Teams, One Note, One Drive, Word and Excel.

**Responsibilities and Duties**

- Generate and send timely grants processing emails to donors with high degree of accuracy and professionalism
- Generate and send grant recommendation forms to Donor Advisors
- Enter grant requests into akoyaGO with a high degree of accuracy
- Verify and codify electronic payment information for grantees
- Respond to and troubleshoot donors’ inquiries regarding accessing the online donor portal
- Assist the Manager of Grants and Scholarships (MGS) with weekly grant approval processes and annual audit processes
- Work with the Philanthropic Associate (PA) to assemble, scan, email or mail, codify and file weekly grant letters to grant recipients with high degree of accuracy
- Send documents for electronic signature via AdobeSign
- Create and update AdobeSign webforms for the Foundation
- Send grant report reminders and process incoming grant reports monthly
- Assist Philanthropic Services and Program staff with various database reports as needed
- Assist Philanthropic Services and Program staff with due diligence and grants processing of all Fund types
- Assist Philanthropic Services and Program staff with tracking and reissuing outstanding grant payments
- Provide general backup for MGS
- Provide general support to program and philanthropic staff as needed
- Other administrative and clerical duties as assigned
- The GAPA handles highly confidential and sensitive financial and donor information

**Required skills, attributes, and education**

- Bachelor’s degree required
- 3-5 years of work experience strongly preferred, ideally within the nonprofit sector, and at least a basic understanding of the nonprofit sector, grants and fundraising
- Skilled user of Microsoft Office (Word, Excel, Outlook and mail merge functions) and Adobe
- Experienced and comfortable working with databases
- Demonstrated skills for drafting correspondence that is accurate and professional
- Impeccable attention to detail and willingness to check accuracy of your work product
- Excellent time management skills and a results-oriented work process
- Aptitude for juggling multiple tasks and the ability to prioritize them successfully
- Strong interest in providing high quality administrative support; and a methodical approach to multi-step, precision-driven duties that are repetitive
- Friendly and professional personality, customer-service orientation
- Ability to take direction and feedback, and course correct quickly
- Professional demeanor, integrity, good judgment and problem-solving skills
- Self-starter and self-reliant but able to collaborate well with others
- Ability to handle sensitive matters with tact and discretion
• Bilingual Spanish/English a plus

**Compensation**

Starting at $25/hour, depending on the skills and experience of the applicant. The role is a full-time, non-exempt position. Comprehensive benefits for full time employees include: health, dental, vision, Paid Time Off (PTO), life and LTD insurances, plus a retirement plan with NVCF matching program. Napa Valley Community Foundation is an equal opportunity employer. Hybrid work schedule available.

**To Apply**

Send a resume and one-pager cover letter by email to Julia DeNatale on or before June 30, 2023. Any cover letter that does not address the applicant’s specific skills and experiences, and why those skills/experiences make them a strong candidate for this position, will not be considered.

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