

THE CLARK, SCRIVEN, and FERNLEIGH FOUNDATIONS

Grants Coordinator Position Description

The Grants Coordinator reports to the Executive Director and assists in implementing the grantmaking goals of The Clark, Scriven, and Fernleigh Foundations. This individual will primarily:

1. Manage the daily operational and scheduling aspects of the grantmaking process;
2. Work closely with the Executive Director and Program Staff to manage all grant proposals, board meeting materials, and grantee-related correspondence;
3. Provide administrative support as needed to the Executive Director; and
4. Oversee administration of grants management system (Blackbaud Grantmaking).

THE FOUNDATIONS

The Clark Foundation was established in 1931 in order to consolidate the philanthropic activities of The Clark Family. It is now one of the larger foundations in the United States. It supports nonprofit organizations in New York City and Cooperstown, New York, through a variety of grantmaking programs and a number of operating programs as well. The Board of the Foundation consists of national leaders in the fields of education, financial services, history, law, medicine, the arts, and social services. Jane Forbes Clark is the President of The Clark Foundation.

The Clark Foundation has assets of over \$525 million and distributes approximately \$30 million a year in grants and operating programs. In New York City, the Foundation supports 80 grantees in the program areas of Education, Employment, Social Services, and Nonprofit Management Training.

In Cooperstown, New York, grants are distributed to cultural, education, and healthcare institutions, as well as community and environmental groups. Major support is provided to the Foundation's operating programs, including The Cooperstown Beautification Program, The Clark Foundation Scholarship Program, The Clark Sports Center, and Mohican Farm.

The Scriven Foundation was founded in 1937 and is structured as a supporting organization. The Foundation focuses its efforts on the needs of the Bassett Healthcare Network, a regional nonprofit healthcare system headquartered in Cooperstown; and 35 nonprofits in Otsego County, New York. Currently, The Scriven Foundation has assets of over \$200 million and distributes over \$13 million in grants.

The Fernleigh Foundation was established in 1993 to administer funds for charitable purposes and provide grants to an array of nonprofits. Last year, the Fernleigh Foundation had assets of \$14.6 million and distributed over \$680,000 in grants.

The Clark, Scriven, and Fernleigh Foundations maintain a small staff and are set within a family office structure (The Clark Estates, Inc.), which is engaged in diverse investments and operating businesses.

GRANTS COORDINATOR ROLE AND RESPONSIBILITIES

In order to assist the Foundations in advancing their missions, the Grants Coordinator, in collaboration with the Executive Director and Program Staff, oversees the grantmaking operations to ensure overall quality of the Foundations' efforts. Strong editing, proofreading, and project management skills are critical. Working knowledge of Microsoft Office Suite and Adobe Acrobat Standard DC is essential, as is prior grants management systems experience (Blackbaud Grantmaking preferred). Responsibilities include:

The Clark Foundation (70%) and The Scriven Foundation (20%)

- Review and process incoming inquiries, proposals, and reports:
 - Prepare turndown letters;
 - Acknowledge grant requests to be considered;
 - Prepare temporary grant proposal files;
 - Act as a liaison for grant applicants on their proposals; and
 - Ensure that all required documentation is submitted.
- Blackbaud Grantmaking and pertinent grants management functions:
 - Manage grantee records;
 - Design and run ad hoc and customized reports;
 - Manage online proposal submission and reporting processes and enter grant request data;
 - Prepare all correspondence related to grantmaking, including grant notification and declination letters;
 - Coordinate payment requests, including secure wire transfer data collection and storage; and
 - Maintain database on an ongoing basis to ensure that all grantee records are up-to-date and accurate.
- Assist Executive Director and Program Staff with Board Meeting and Board Book preparation:
 - Maintain grant tracking sheet on Board Book preparation progress;
 - Prepare cover pages and grant records for write-ups;
 - Edit and proofread write-ups and other documents;
 - Assist in Minutes preparation and maintain Minutes books; and
 - Schedule venue for meetings and catering and track board attendance information.
- Act as liaison between Program Staff and Board of Directors:
 - Prepare all Memoranda for distribution to Board and/or Committees between meetings; and
 - Coordinate Board Committee meetings and Board meetings.
- Assist Executive Director in management of operating programs, including The Clark Foundation Scholarship Program and The Clark Sports Center:
 - Coordinate and edit reports, requests, and memoranda.
- Assist Executive Director and Program Staff with preparation of documents, letters, reports, and any other special projects related to grantmaking, as required.

- Coordinate internal and off-site meetings, as necessary.
- Miscellaneous items such as filing, handling telephone calls and email inquiries related to grantmaking, and photocopying.

Fernleigh Foundation (5%)

- Process all requests for grants as directed: request checks from accounting and prepare letters to accompany checks;
- Maintain up-to-date list of all grants paid in preparation for annual Board meeting and report; and
- Maintain files and minute books.

Other (5%)

- Review all incoming mail and grantee reports;
- Answer initial queries by telephone or email;
- Coordinate with the Foundations' Cooperstown office, as needed;
- Oversee management of files and scanning projects, including records retention policy (when needed);
- Manage travel expenses for the Executive Director; and
- Occasional support of The Clark Estates, Inc., office activity.

To Apply:

All eligible candidates should submit the following three documents by email to: humanresources@clarkest.com:

- Résumé;
- Cover letter outlining your suitability for the role; and
- Writing sample.

Applications will be accepted until August 19, 2022.

Please reference your email application with subject title: Grants Coordinator – 2022

We appreciate your interest in the organization and this position; however, due to the volume of applications received, only qualified candidates will be contacted. **No telephone calls please.** The Clark, Scriven, and Fernleigh Foundations; and The Clark Estates, Inc., are an Equal Opportunity Employer.