

Job Description:

The Manager – Philanthropic Grants and Programs (contractor role) will coordinate and administer the company's donations and sponsorship programs, and serve as a key point of contact for the organization's nonprofit partners.

Responsibilities include but are not limited to:

- Assist in development of donations and sponsorship program, including helping to establish evaluation criteria in alignment with strategic goals
- Manage and evaluate all incoming donation and sponsorship requests and assess for appropriateness and compliance with established criteria, policies and procedures
- Manage and maintain processes, including but not limited to quarterly review process.
- Prepare and oversee grant-related correspondence.
- Maintain relationships with grantees to provide support, answer questions, help with troubleshooting and other unexpected problems.
- Coordinate site visits and other meetings with donation recipients.
- Manage and monitor budgets to reconcile payments
- Manage and maintain grants database
- Prepare analyses/written reports/trackers to ensure key stakeholders are updated on company's philanthropy activities
- Create and distribute regular reporting and analyses including program overview and reported outcomes
- Support the implementation of Community Partnership Day in collaboration with local nonprofit agencies and other internal stakeholders, including internal coordination of logistics and on-site activities
- Plan and execute events in partnership with local nonprofit organizations, such as recognition events or community visits to campus

If you have questions or are interested in this role, please send a resume to Alissa Maupin alissa@greenroompr.com.