



Position: Grants Manager

Employment: Full-Time

Reports to: CFF Executive Director

Location: Westmont, IL

About the organization: The Christopher Family Foundation was created in 1997 by Jay W. and Doris K. Christopher, and is an outgrowth of The Pampered Chef, a business they founded in their home in 1980. The Foundation, based in Westmont, Illinois, engages in philanthropic outreach in line with its mission and is governed by the Christopher Family Foundation Distribution Committee, which includes multiple generations of the Christopher family.

The mission of the Christopher Family Foundation is to support family well-being.

The Foundation views its work through two key lenses: the Christian perspective of its founders and principals, and an emphasis on access and equity. Most Foundation funding is focused on the Chicago area, with special consideration for the West Side of Chicago and the Austin neighborhood.

We support family well-being by building access to:

- Jobs that provide dignity and stability
- Entrepreneurship pathways that can build intergenerational stability
- High-quality education
- Healthy food
- Care for children and families who have experienced trauma

The Foundation also participates in a number of funder collaboratives, and each member of the Distribution Committee makes discretionary grants.

POSITION SUMMARY:

The Grants Manager will be a critical member of the Christopher Family Foundation team, operating as the grants management lead (50%), providing administrative assistance (25%) and bookkeeping assistance (25%). This unique role reports to the Executive Director of the Foundation. The Grants Manager works across all areas of the Foundation, to ensure effective and efficient grantmaking processes. The Grants Manager also serves as the system administrator for the Foundation's grants management database. Currently this role is 80% on site, one day remote, which we expect to continue.

RESPONSIBILITIES:

Grant Management (50%)

- Maintain working knowledge of the Foundation's programs and priority funding areas and remain in active conversation with program staff about trends in grantmaking in each funding area.
- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in the grant files and database.
- Monitor and document the grantmaking workflow processes, forms, templates, reports, and data to assure full compliance with internal controls and legal requirements.
- Generate reports and data analysis for program staff and Distribution Committee members.
- Problem-solve complex grant scenarios; consult/liaise with external legal and accounting advisors.
- Lead the grants management and reporting with the Foundation's external funding partners and funding partnerships.
- Work with Executive Director and external accounting team to generate reporting required for compliance and financial statement audits.
- Partner with members of the program team to ensure accurate and complete document retention.
- Maintain regular communication with other foundation professionals in the grants management space.

System Administration (25%)

- Ensure all staff are aware and knowledgeable of grants management processes and technology to the degree their functions require. This includes designing dashboards and training staff both formally and informally. Implement and maintain protocols for testing and reconciling data accuracy and making timely and accurate database changes.
- Manage system upgrades, troubleshooting, and roll-out of updates including staff notifications and training.
- Develop training materials and standard operating procedures.

Bookkeeping and Other Responsibilities (25%)

- Manage and organize payment of foundation bills and invoices using QuickBooks.
- Organize and maintain a shared staff calendar leading zoom and in person scheduling for program team.
- Assist with board book production and preparation.
- Assist in editing materials and preparing relevant materials.
- Design and maintain filing systems for the Foundation's paper and electronic records.

- Participate in weekly staff meetings.
- Perform other related projects or work as required.

REQUIREMENTS AND QUALIFICATIONS:

The Grants Manager will be motivated by enthusiasm for the Foundation's mission, a wide and natural curiosity about the world, and a respect for the people with whom we partner. This role requires an individual who can balance strong attention to detail with strategic thinking, and with personable relationships.

A successful Grants Manager will share the values of the Foundation and be adept at managing a project from inception to completion. Adaptability and flexibility are key.

Additional, valued qualifications include:

- Ability and knowledge of QuickBooks and paying bills online
- Proficiency in Microsoft Office Suite, especially with Excel and Word
- Experience with database systems, (Foundant) or comparable grants management software preferred
- Familiarity with private foundation approaches, grant requirements and processes
- Ability to work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Professional, flexible, with an ability to multitask and a can-do attitude

Candidates should have a minimum of five–seven years of professional work experience, with some knowledge of nonprofits or grantmaking. Legal administrative experience and management systems is helpful but not required. Knowledge of Chicago and its West Side communities is an advantage.

BENEFITS AND COMPENSATION:

The Foundation offers an excellent benefits package. Salary range for the position is \$55,000 - \$70,000 depending on qualifications. A background and credit check will be performed for a successful candidate prior to hire.

TO APPLY:

Please send an email referring to GRANTS MANAGER POSTION in the subject line along with a resume and one-page cover letter explaining your interest and how your skills and work experience fit the position to clare@christopherff.org.