

TITLE: Grants Associate – Legacy Foundation of Kentuckiana

REPORTS TO: Executive Director - Legacy Foundation of Kentuckiana

STATUS: Full-time, Non-Exempt

UPDATED: March 1, 2024

About Legacy Foundation of Kentuckiana

Legacy Foundation of Kentuckiana (LFK) creates thriving communities where all people live healthier and more enriched lives. Through impact-driven philanthropy, we cultivate healthy communities for all, especially those who are vulnerable. We make charitable grants in Jefferson, Shelby, Bullitt, Nelson and Hardin counties in Kentucky, and Clark in Indiana in pursuit of these goals.

Nature of Work

The primary duties of this position are to provide grant management support to the Legacy Foundation of Kentuckiana team and manage grantmaking processes supporting the team's charitable grantmaking work in Kentucky and southern Indiana. The position is based in Louisville, KY, but may require a day of travel to Elizabethtown and/or Bardstown, KY up to 10 times a year. This position requires excellent interpersonal and communication skills as well as a passion and commitment to accuracy, detail, and organization. This individual must be a motivated self-starter, thrive in an environment with both local and remote team members and be comfortable managing various tasks simultaneously. The individual must have demonstrated proficiency with computer technology, including Microsoft Office and Google Suite, and social media applications. This role has the option of a hybrid work environment.

Benefits

As part of CommonSpirit Health, LFK offers a competitive benefits package, including comprehensive health/dental/vision, Flexible Spending Account, matching retirement plans, paid vacation, adoption assistance, performance bonus eligibility and more.

Responsibilities

The Grants Associate will ensure that the Foundation's grant-making and related processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with our mission. Specific responsibilities include:

1. Manages communications to inform area nonprofits of funding opportunities.
2. Technical support for grant proposal submission.
3. Manages grant evaluation process with Executive Director and Advisory Board, including all application tracking, proposal denials and approvals.
4. Manages grant agreement process and monitors grant payment process
5. Maintains accurate file records for every applicant.
6. Manages grant reporting, including reminders to grantees and report submission troubleshooting.
7. Creates impact reports with aggregated information from grantee final reports, as requested by leadership.
8. Other implementation and administrative tasks as needed by the Foundation.

Required Knowledge, Skills, and Abilities

- Bachelor's degree plus at least three years of work experience, preferably in philanthropy, or the nonprofit or public sector
- Proficiency with Google Workspace or Microsoft Office products
- Prior experience in project management is highly preferred
- Prior experience working with grants is highly valued
- Ability to read and work with budgets and spreadsheets
- Interest in the Foundation's mission
- Strong organizational, writing, and communication skills
- Excellent analytical and critical thinking skills
- Ability to work independently and as part of a team
- Integrity, discretion, and attention to detail
- Adaptability/Flexibility
- Ability to prioritize and juggle multiple tasks while still paying attention to details
- Capable of functioning as part of a mutually supportive team in a small office environment
- Strong interpersonal skills