



## **POSITION DESCRIPTION**

### **Grantmaking + Operations Associate**

East Tennessee Foundation (the Foundation/ETF) is a nonprofit, 501(c)(3) community foundation serving 25 counties in East Tennessee. Created by and for the people of East Tennessee, its mission is to provide philanthropic leadership inspiring donors to make lives better and communities stronger in enduring ways across generations. Governed by a volunteer board of directors, the Foundation has more than 450 charitable funds and eight supporting organizations, with almost \$600 million in total assets, and has awarded more than \$400 million in total grants since it was established in 1986.

#### **Position Summary:**

The Grantmaking + Operations Associate will support the Foundation's operations, grantmaking, and programmatic areas by providing a variety of high-level technical, coordination, assessment, planning, and administrative support. The position demonstrates advanced attention to detail, excellent verbal and written communication skills, and the ability to work both independently and in a team-oriented structure to help accomplish the strategic goals of the Foundation. The Associate also supports the identification and implementation of process improvements and organizational efficiencies. The full-time position reports to the Vice President of Programs + Chief Operations Officer.

#### **Responsibilities:**

- Support the Foundation's overall grantmaking and programmatic processes, including compliance and evaluation:
  - Proof grants and scholarships and conduct due diligence in support of the team and according to applicable state and federal laws and Foundation policy.
  - Assist in responding to calls, emails, and general inquiries related to the Foundation's programmatic work.
  - Help maintain/update programmatic and impact content on Foundation's website.
  - Provide training and technical assistance to grant and scholarship applicants and evaluators, including helping develop training materials and coordinating meetings.
  - Draft communications, letters, and content for materials in alignment with organizational plans and standards and in coordination with other Foundation team members, including advancement and communications.
  - Develop grant and scholarship application forms and process submitted proposals.
  - Create grant and scholarship award letters and assist with disbursing payments.
  - Monitor compliance with grant/scholarship award requirements.
  - Assist with measuring the impact of grant and scholarship programs.
- Assist with national reaccreditation process as needed.

- Conduct assigned research projects regarding Foundation planning efforts, community needs, and funding needs.
- Collaborate with the team to redefine how the Foundation measures and shares its impact, including conducting relevant research and analysis.
- Perform detail-oriented computer database work and records maintenance to support coordination and communication with constituencies.
- Design or customize reports, extract information from databases, and prepare various electronic and written communications.
- Assist with development, documentation, and implementation of office procedures while mining for new efficiencies.
- Support coordination and planning for meetings and events as requested.
- Perform general tasks, including photocopying, scanning, bulk mailings, filing, and maintaining electronic and written office records.
- Assist in various office projects and tasks as needed.

**Qualifications and Experience:**

The successful applicant will have excellent verbal and written communication skills, including being proficient in writing and proofing/editing materials. The ideal candidate has outstanding organizational and detail-oriented abilities and superior computer experience (particularly experience with databases and Microsoft Office software). The candidate must demonstrate strong interpersonal skills, including the ability and willingness to work in a team-oriented structure with a diverse group of office team members, board members, prospects, donors, grantees, and volunteers.

The successful candidate will have either a B.S. or B.A. degree or five to seven years of progressively responsible work experience that provides the skills necessary for the position. Preference given to applicants with at least two years of experience working for or with nonprofit organizations. The successful applicant's education and experience must support the ability to work independently, accurately, and efficiently to perform the necessary activities. This position functions in an office environment.

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This position is available immediately. The search will remain open, however, until the appropriate candidate is identified. The Foundation offers an excellent salary and a comprehensive benefits package, including health insurance, long-term disability insurance, and a retirement plan.

A résumé, cover letter, and list of references should be addressed to:

Katharine Killen, VP of Programs + COO  
East Tennessee Foundation  
520 W. Summit Hill Drive, Suite 1101  
Knoxville, TN 37902  
Email to: [bheller@etf.org](mailto:bheller@etf.org)  
Please, no telephone calls, or faxes.

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