

**Catholic Community Foundation of Santa Clara County
Marketing and Grants Program Manager
Job Description**

About Us: We are a faith based community foundation, working to develop endowed funds to support the outreach and ministries of the Catholic community. We are “small but mighty,” in start-up mode as we build our business. We are passionate about increasing Catholic philanthropy in support of our ministries and the people they serve. We are committed to our vision, and also to having fun as we work to implement that vision. We are an independent 501c3 organization, separate from the Diocese of San Jose.

Position Objective: To perform program management functions for marketing, grantmaking and new fund activities including:

- Management of all activities and systems for Donor Advised Funds
- Management of our annual grant programs for parishes and other Catholic organizations
- Management of new funds
- Management of all marketing materials and website

NOTE: This is not a development position.

Location: San Jose

Essential Job Duties & Responsibilities:

- Manage the competitive grants program, including but not limited to application announcements, online application process, coordination of applications for review by the Grants Committee, notifications to grantees, agreement processing, documentation of payments, and collection of all reports
- Manage the Donor Advised Fund (DAF) program. This will include complete ownership of the donor experience: maintaining and updating agreement forms, creation of fund, distribution of fund statements, and management of the online donor profile
- Maintain all marketing materials, including but not limited to: brochures, handouts, newsletter, website, ads
- Provide support for development functions, including but not limited to research, maintenance of electronic donor files and paper files, preparation of agreements, recording of gifts, and all related correspondence
- Provide support and coordination for grant distributions including record-keeping and correspondence related to annual endowments and DAFs
- Support Grants Committee meetings and events through meeting reminders, maintenance of correspondence, attendance tracking, mailing, event preparation, and coordination of catering
- Attend grants related meetings to record, prepare, and distribute minutes
- Provide timely customer service to all constituents of the Foundation
- Assist in management, and attend related Foundation and constituent events as needed

- Perform other duties as assigned from time to time by the Executive Director

Position Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a bachelor's degree
- Catholic, with an understanding of Catholic stewardship and philanthropy and a desire to serve and assist others
- Excellent written and oral communication skills, including ability to effectively communicate with all constituents
- Detail oriented
- Ability to maintain confidentiality
- Proficiency with Microsoft Office applications including Word Excel, and Outlook; database experience/knowledge preferred, including Raiser's Edge
- Excellent interpersonal skills, including listening, and the ability to remember names, faces and constituent relationship information and history
- Flexibility in adapting to changing needs and multiple assignments
- The ability to work with others in a collaborative team environment or independently
- The ability to apply common sense understanding to everyday situations, prioritize assignments, and carry out detailed written or oral instructions
- The ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Preference will be given to qualified candidates who also have the following:

- Understanding of the parish structure and workings within the Diocese of San Jose
- Experience in the development office of a philanthropic organization
- Proficiency with website management (e.g. wordpress)
- Experience working at a Foundation
- Experience working with legal agreements
- Experience with Fusion Lab's Proffer (GrantedGE) product
- Experience with Adobe Illustrator

Position reports to: Executive Director

Working environment: The Catholic Community Foundation of Santa Clara County is an equal opportunity employer. This is a forty-hour per week non-exempt position in a small but growing office. The hours for this position vary and do occasionally require evening and weekend work. The Catholic Community Foundation is a smoke-free facility.

Competitive salary and benefits

Submit to: info@cfoscc.org

Learn more about us: www.cfoscc.org