



## GRANTS AND PHILANTHROPY MANAGER

**ABOUT THE LATINO COMMUNITY FOUNDATION:** LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the civic and economic power of Latinos in California. We are the only statewide foundation solely focused in investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We also committed to leading from a place of strength— highlighting the assets and diverse contributions of Latinos in California.

We are at a pivotal stage of growth. Today, LCF leads the largest network of civically engaged Latino philanthropists in the country and has established the first-ever Latino Nonprofit Accelerator. LCF is leveraging its unique role as a grantmaker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit the [www.latinocf.org](http://www.latinocf.org) for more information.

### **ABOUT THE POSITION:**

The Latino Community Foundation (LCF) seeks a data-oriented, strategic Grants and Philanthropy Manager to join our team during an exciting time of growth in our grantmaking and donor engagement work. The Grants and Philanthropy Manager will play a vital role in the management and operation of our grantmaking and donor database, ensuring effective processes and data as we scale our grantmaking and fundraising. They will manage and maintain LCF's data system and provide regular update reports. The candidate will be responsible for providing accurate, timely information to help communicate LCF's impact to internal and external stakeholders, including our CEO, board members, grantees, and donors. They will inform LCF's grantmaking and philanthropic strategy through data analysis and reporting. The Grants and Philanthropy Manager will report to LCF's Grantmaking and Special Projects Director and will support all aspects of the LCF grantmaking cycle. They will be a trusted, core member of our dedicated team, bringing analytical skills, grantmaking and/or fundraising experience, and thought partnership as we deepen and scale our work. LCF is a fast-paced work environment with high expectations for excellence and integrity. We encourage individuals who are highly entrepreneurial, driven by a sense of justice, and lead by lifting others to apply.

### **Key Responsibilities:**

#### **I. Salesforce Management**

- Manage and maintain LCF's Salesforce grants and donor management system.
- Strengthen LCF's Salesforce infrastructure and capacity to analyze and provide accurate monthly reports on fundraising, grantmaking, and the Latino Giving Circle Network (LGCN) membership.

- Work with Salesforce team to execute the Salesforce Reconfiguration Project, including updates to templates and forms, generation of reports and dashboards, and oversight of new fields and codes to improve LCF's efficiency and learning opportunities.
- Accurately record grantmaking and donor data in Salesforce.
- Execute data entry with attention to quality control measures to ensure proper record keeping, accurate data entry and gift/grant documentation in Salesforce across multiple staff members.
- Produce monthly and quarterly reports to inform LCF's fundraising and grantmaking.
- Maintain accurate records for LCF donors and donor advised funds and produce related quarterly reports.
- Lead efforts to back code historical data to ensure consistency and accuracy of LCF grantmaking and donor records.
- Support donor communication and outreach by generating and analyzing segmented donor reports and contact lists.

## **II. Tracking and Communicating Impact**

- Help prepare reports and graphics to communicate impact of grantees and programs to key stakeholders, including but not limited to quarterly and annual reports for board members, funders, donors, and strategic partners.

## **III. Grantmaking Support**

- Support the management of the Latino Giving Circle Network (LGCN)'s grantmaking and all LCF grantmaking cycles. This includes administration of the grant application process from requesting proposals and issuing payment to collection of final reports.
- Prepare final grant dockets for the LGCN.
- Provide regular updates on LGCN grants and communicate activities to key staff members overseeing LGCN and grantmaking.
- Manage entry of grant award data, grantee outcomes, key updates, and uploading of supporting documents.

## **Preferred Qualifications, Skills, and Attributes**

LCF seeks an experienced, motivated, and organized professional for this role. The ideal candidate will have at least five years of experience and a proven track record in grants management or donor relations. Experience using Salesforce, or comparable platform, as a grants or donor management and reporting tool is a must. Below are details for the preferred qualifications, skills, and attributes:

### **Qualifications:**

- At least five years of experience working at a grantmaking or fundraising institution.
- At least two years of Salesforce experience or experience using a comparable platform.
- Passionate for creating a learning culture using data to inform processes and outcomes.
- Brings a successful track record in setting priorities, and keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Effective and clear verbal and written communication skills.

**Other attributes that are highly valued:**

- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have a positive, rolls-up-your-sleeves mindset and are willing to take on work based on what needs to be done.
- You are energetic, fun, flexible, collaborative, and proactive.
- You are detail oriented and contentious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).

**Compensation**

LCF is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits based on experience. Salary range \$70,000-\$80,000.

*LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, marital or military status. We strongly encourage people of diverse backgrounds to apply.*

**TO APPLY**

Interested applicants should send a resume and cover letter to Katia Ramos at [kramos@latinocf.org](mailto:kramos@latinocf.org).