



## Grants and Philanthropy Associate

**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 on 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 dedicated Grants and Philanthropy Associate to join our team during an exciting time of growth in our grantmaking and donor engagement work. The Grants and Philanthropy Associate will strengthen LCF's grantmaking and philanthropic efforts by supporting accurate recordkeeping in our grants and philanthropy database. The Grants and Philanthropy Associate will be responsible for the data entry of donations to LCF and grant awards made by LCF to community partners. They will be an instrumental team member for our philanthropy team, supporting donor stewardship and ensuring that our donors receive written acknowledgment for their support. They will also be a first point of contact for incoming calls to the Foundation from across diverse groups of people and sectors.

The Grants and Philanthropy Associate will report to LCF's Vice President of Philanthropy. They will be a data and detail-oriented team member who brings positive energy and a can-do attitude to enhance LCF's grantmaking and philanthropic processes. The Grants and Philanthropy Associate will also support the Grantmaking and Special Projects Director in building and elevating LCF's relationships with community partners and our Latino nonprofit leaders.

LCF is a dynamic, fun, and fast-paced work environment fueled by a commitment to excellence and integrity. If you are driven by a sense of justice and lead by lifting others, this is the place for you to apply.



## Key Responsibilities

### I. Grants and Philanthropy Database Support

- Record incoming gifts and donor information, ensuring documents and relevant information are stored in our database.
- Collaborate regularly with LCF's Finance team and Latino Giving Circle Network team to ensure timely reconciliation of donations to the Foundation.
- Manage contributions from various donation portals.
- Work with Grants and Philanthropy Manager on updating contribution data from previous years.

### II. Grantmaking Support

- Work with Grantmaking team to prepare grant awards, complete due diligence, and generate grant documents and correspondence.
- Communicate with LCF community partners (grantees) on various matters.
- Assist team with quarterly Board reports on grantmaking.

### III. Relationship Building

- Serve as a welcoming, first point of contact for phone inquiries to the Foundation.
- Support donor stewardship activities, including the generation of gift acknowledgment letters.
- Expand LCF's Latino Power Map to ensure current and new organizational data is updated.
- Strengthen and support relationships with community partners, Latino nonprofit leaders, and donors.

## Preferred Qualifications, Skills, and Attributes

LCF seeks a collaborative professional who pays strong attention to detail. The ideal candidate will have 2+ years of experience in data entry, grantmaking support, and/or fundraising experience. Experience working with the Salesforce platform is a plus. Experience in philanthropic or nonprofit organizations is also a plus.

### Other qualifications that will be highly valued:

- Excellent written, verbal, and interpersonal communication skills.
- Process and detail oriented.
- Strong alignment with LCF's mission and values.
- Energetic, fun, flexible, and proactive.
- A dedicated, collaborative team player who has the will to get the job done.
- Sense of humor is a must.

## 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 \$60,000-70,000.

*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, or marital, military. We strongly encourage people of diverse backgrounds to apply. Trans-identified, gender non-conforming, and non-binary candidates are encouraged to apply.*

**TO APPLY**

Interested applicants should send a resume and cover letter to Katia Ramos at [kramos@latinocf.org](mailto:kramos@latinocf.org). We thank you for your interest in career opportunities with the Latino Community Foundation (LCF). Due to high volume, only those candidates selected for an interview will be contacted.

