



# THE COLUMBUS FOUNDATION

## Donor Services Grants Assistant

**About The Columbus Foundation:** One of the top 10 largest community foundations in the country, The Columbus Foundation works to strengthen and improve our community through the most effective philanthropy possible. For more than 80 years, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region's collective well-being.

### **Position: Donor Services Grants Assistant**

**Department description:** The Donor Services and Development Department plays a vital role in serving the Foundation's donors and ensuring the efficient and effective distribution of grants. This team provides a high level of service in all interactions and is committed to strengthening donor relationships, supporting philanthropic impact, and ensuring operational excellence.

**Position description:** The Donor Services Grants Assistant provides essential administrative support for donor advised fund (DAF) grantmaking and other fund distributions. This position plays a key role in ensuring timely, accurate, and donor-focused grant processing, as well as supporting donor engagement through technology and reporting.

This role works closely with the Director of Donor Services and Development, colleagues across departments, nonprofit partners, and The Columbus Foundation's donors.

### **Key Responsibilities**

#### **I. Donor Advised Fund Grant Processing**

- A. Review donor suggestion forms and follow up as needed to ensure accurate and timely processing.
- B. Prepare correspondence to fund contacts and grant recipients.
- C. Manage recurring (monthly, quarterly, annual, semi-annual) DAF grants.

#### **II. Data Entry and Grant Documentation**

- A. Enter/import grants, edit batches, copy forms, and maintain digital files.
- B. Ensure all grant-related data is entered with accuracy and attention to deadlines.

#### **III. Donor Communication and Support**

- A. Professionally communicate with donors, nonprofit partners, and staff via email and phone.
- B. Assist donors in accessing and navigating the donor portal.
- C. Encourage donors to utilize technology for grantmaking and fund management.

#### **IV. Department and Cross-Functional Collaboration**

- A. Ensure clear communication across departments regarding DAF grants.
- B. Collaborate respectfully and efficiently with staff to meet deadlines and maintain quality service.

## **V. Reporting and Administrative Support**

- A. Assist with the preparation of reports related to donor advised grants.
- B. Support improvement and maintenance of grantmaking processes.
- C. Provide flexible support during peak periods and assist with occasional Foundation events outside standard hours.
- D. Support staff with special projects as time permits.

### **Skills and Qualifications:**

- Minimum of 3 years of experience in the nonprofit field; bachelor's degree preferred.
- Strong organizational and project management skills.
- Excellent communication and customer service orientation.
- High level of proficiency with Microsoft Office, especially Outlook and Excel.
- Experience with database systems; reporting software experience preferred.
- Ability to work independently and collaboratively in a fast-paced environment.
- Adaptability to shifting priorities and deadlines.
- Commitment to confidentiality, professionalism, and quality service.

### **Anticipated Salary Range:**

\$44,023 to \$55,162

The Columbus Foundation offers a number of benefits to employees, including: medical, dental, and vision coverage, paid time off, 401(k) employer contribution, tuition reimbursement, student loan repayment, parental leave, and a matching gift policy.

Click [HERE](#) to apply on Indeed

***The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.***

The Columbus Foundation is an equal opportunity employer.