



THE COLUMBUS FOUNDATION

Grants Management and Outreach Coordinator

The Columbus Foundation, one of the top ten community foundations in the United States, is seeking an individual to provide grantmaking support and administrative assistance for the Supporting Foundations Department in communicating with trustees and nonprofits; managing on-line grant applications forms and processes, including technical assistance for applicants, tracking of grantmaking practices, management of payments for benefits associated with grants for events, and preparation of special research with corresponding reports to trustees.

Desired candidate must have strong organizational and project management experience and the ability to apply insights and recognize consequences of actions across multiple projects. This position requires intense and consistent attention to detail, creative thinking, and the ability to communicate effectively to build relationships with nonprofits and Supporting Foundation trustees. Proficiency in Microsoft Office, Outlook, and Excel software required. A minimum of three years work related experience in the nonprofit field is preferred, as well as a bachelor's degree.

Please send your cover letter and resume, including your salary requirements, electronically to:

Pam Straker
Director of Human Resources
The Columbus Foundation
1234 East Broad Street
Columbus, OH 43205

pstraker@columbusfoundation.org
www.columbusfoundation.org

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.