



## THE COLUMBUS FOUNDATION

### **Community Research and Grants Management Officer**

The Columbus Foundation, one of the top ten community foundations in the United States, seeks a professional to help achieve its goal of providing leadership in grantmaking through the research, review, and recommendation of grants and strategies to strengthen and improve the community.

Major responsibilities include: identifying, reviewing, and recommending grants for a broad spectrum of community needs (e.g., arts, environment and conservation, human services, etc.); elevating to Foundation leadership (VP, CEO, Governing Committee) efforts that address unmet community needs; developing strategies and managing efforts to help strengthen and improve the nonprofit sector (e.g., capacity building programming); and assisting in the curation and implementation of strategic grantmaking for a variety of areas of donor interest across central Ohio.

The desired candidate must demonstrate a proven track record of project implementation and management—have comfort in both highly collaborative environments as well as in self-starting, self-driven tasks. Candidate must have experience with managing co-occurring priorities, and ensuring timely delivery of a high-quality work product (through written and/or oral presentation).

Requirements include working knowledge of the nonprofit sector, demonstrated passion for community, superior interpersonal skills, strong research and writing capabilities, and a master's or advanced degree. Seven to ten years experience working in nonprofit, government, or community oriented organizations is preferred.

Please electronically send your cover letter and resume to the attention of:

Pam Straker  
Director of Human Resources  
The Columbus Foundation  
[pstraker@columbusfoundation.org](mailto:pstraker@columbusfoundation.org)  
[www.columbusfoundation.org](http://www.columbusfoundation.org)

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving the community for the benefit of all its residents. The Columbus Foundation is an equal opportunity employer.