



## THE COLUMBUS FOUNDATION

**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 75 years, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region's collective wellbeing.

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

**Position Description:** We are seeking a professional to help achieve The Columbus Foundation's goal of providing leadership in grantmaking through the research, review, and recommendation of grants and strategies to strengthen and improve the community. 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).

### **Major Responsibilities**

- 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)
- Assisting in the curation and implementation of strategic grantmaking for a variety of areas of donor interest across central Ohio.

### **Opportunity Requirements**

- Master's or advanced degree
- Working knowledge of the nonprofit sector
- Demonstrated passion for community
- Superior interpersonal skills
- Strong research and writing capabilities
- Seven to ten years experience working in nonprofit, government, or community oriented organizations is preferred.

To apply, send a cover letter and resume to Pam Straker, Director of Human Resources at [pstraker@columbusfoundation.org](mailto:pstraker@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.*