



Position Description

Position Title	Account (Grants) Manager, Foundations
Business Unit	Resource Development
Home Department	Account Management
Location	Chevy Chase, MD
FLSA Status	Exempt
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position is Not Eligible for Telecommuting

Mission

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H garners support from a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. 4-H is the private sector, a non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture (USDA).

Position Summary

4-H currently seeks an Account (Grants) Manager, Foundations to work in partnership with Resource Development (RD) and Marketing colleagues to manage donor relationships, create partnerships and lead the efficient delivery of holistic National 4-H Council partnerships, inclusive of high-quality 4-H Positive Youth Development programming nationwide, and Council-led components (marketing, professional development). Combining grant management, budget management, and donor stewardship, the Account (Grants) Manager is expected to provide high-level project management to 4-H stakeholders, including:

- National 4-H Council colleagues and leadership
- 4-H National Headquarters [NIFA/USDA]
- 4-H field affiliates; and
- Foundation decision makers

Under the direction of the Director, Account Management, the ideal candidate will work to ensure donor satisfaction and grantee success through effective project and fiscal management, and excellent donor stewardship that provides ongoing donor support, retention, and renewal. This position anchors multiple, cross-functional internal and external teams.

Responsibilities:

Account (Grants) Management Duties

- Liaise between cross-functional and external internal teams to ensure timely and successful delivery of solutions per donor's needs and improve the entire customer experience.
- Understand and anticipate donor needs and assist teams in exceeding donor expectations.
- Serve as day to day lead point of contact (POC) and administrator for all matters specific to donor account management.
- Manage project plan and timeline with internal teams and keep them informed and on track to execute deliverable promptly; maintain action items in a central location for the team.
- Provide strategic, high-level guidance and oversight to project team.
- Communicate funding opportunities and donor expectations to 4-H stakeholders nationwide.

- Stay informed about organizational needs and strategic priorities to ensure donor needs and deliverable align.
- Communicate partner program updates and program performance both internally and externally on regular donor calls and meetings as well as through formal donor reports.
- Maintain website resources and documents.

Sub-grant and Contract Administration Duties

- Manage Request for Proposals (RFPs)/Request for Applications(RFAs) and contracting processes to gain field participation in funded projects and programs.
- Draft RFPs/RFAs and oversee the solicitation, review, and selection process for grantees.
- Ensure creation of final scopes of work for all grant agreements, and contracts are provided to the Purchasing and Contracts Manager to generate required legal documents.
- Facilitate grant and contract execution and payments as agreed.
- Work with cross-functional leads to monitor achievement of deliverables per agreements and receipt of reporting.
- Serve as the POC for any sub-grant and contract administration issues, directly accountable for resolution, promptly responding to internal and external customer needs.

Program Monitoring and Grant Compliance

- Serve as POC with 4-H field and donors for reports. Monitor field activity via reports and frequent contact; lead development of reporting templates;
- Facilitate and provide training to field staff as needed in reporting and evaluation procedures; develop and deliver formal donor reports for each assigned account.
- Act as primary budget steward by monitoring monthly project spending, accounting of expenses against approved budget and ensure achievement of Indirect Cost Recovery projections for each account managed.
- Develop a budget tracking system for internal and external reports.
- Assure fiscal integrity of program operation and timely spending of dollars to ensure implementation meets donor expectations.
- Conduct periodic site visits to monitor grant administration and financial operations.
- Coordinate budget work with Accounting department colleagues to ensure fidelity to project timeline.
- Track essential metrics for each grant, including the number of youth reached through 4-H Positive Youth Development. Develop proficiency using WebGrants, Raisers Edge, SharePoint, and searching in MAS500 for program reporting.

Meeting, Event, and Travel Support Duties

- Schedule and manage logistics for internal and external meetings to include collaborating with the conference/meeting service teams in identifying venues (if applicable), menu development, banquet event order review, and tracking budget status.
- Assist with coordinating calendars, agendas, travel logistics for committee calls, guest speakers, participants; and manage expense reports and credit card statements.
- Attend meetings and prepare minutes for conference calls and post/distribute to appropriate individuals on a timely basis.
- Coordinate calendars, agendas, logistics for committee calls, guest speakers; and expense reports and credit card statements.
- Prepare minutes for conference calls and post/distribute to appropriate individuals on a timely basis.
- Coordinate other special projects and events under the guidance of Director, Account Management.

Donor Stewardship Duties

- In partnership with the Development Director and Director, Account Management, provide ongoing stewardship of national foundation donors.

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- Build and maintain strong, long-lasting donor relationships.
- Develop formal performance reports for each assigned account at least annually and according to donor requirements in support of donor stewardship.

Qualifications

- Bachelor’s degree in business, marketing, communications or related field, or equivalent experience.
- Must have a minimum of five to seven years’ experience in grants and program management, and experience working with multiple, complex cross-functional teams.
- Demonstrated donor stewardship, program, and grants compliance experience for non-profit, required. Prior experience with budget management and maintenance
- Prior experience managing RFPs/ RFAs and sub-grant and contracting processes.
- Must have strong written, verbal, and interpersonal communication skills.
- Proficiency in MS Office applications (Word, Excel, PowerPoint, and Outlook), required.
- Proficiency in WebGrants, Raisers Edge, SharePoint, and searching in MAS500 for program reporting, highly desired.
- Must be able to perform in a team-oriented environment and have a strong communication and organizational skills and ability to prioritize.

Travel Requirements: Travel may be necessary, up to 20% of the time (local, regional, national, international). Would require travel by air, car, rail.

Position typically has the following Career Ladder

- Sr. Account (Grants) Manager
- Director, Account Management

ADA Requirements: The physical demands described here are representative of those that must be met to perform the essential functions of this role successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For Administrative and Office Associates:

- Role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
- May require some filing and the ability to lift files, open filing cabinets and bend or stand as necessary. Basic math skills needed to calculate formulas, commissions, discounts, and so forth.
- Must be able to lift 10 to 20 pounds.

Competencies

Competency	Level (Beginning, Proficient, Advanced, Mastery)
Communications	Advanced
Critical Thinking	Advanced
Initiative & Innovation	Proficient
Collaboration & Teamwork	Advanced
Customer Orientation	Advanced
Business Mindedness	Proficient
Spirit of Diversity & Inclusion	Advanced

Disclaimer

Position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of required activities, duties or responsibilities. An incumbent may be asked to perform other duties as needed.

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