The Columbus Foundation and Supporting Foundations
Grants Coordinator

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 over 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 wellbeing.

Department description:
The Supporting Foundations team partners with donors and supporting foundations to steward charitable resources and ensure effective, efficient, and values-driven grantmaking. The team collaborates closely with colleagues across the Community Research and Grants Management (CRGM) department and the Foundation to deliver high-quality service, strong financial stewardship, and meaningful community impact.

Position description:
The Columbus Foundation (TCF) and Supporting Foundations (SF) Grants Coordinator plays a critical role in the day-to-day coordination of grantmaking operations across the full grant lifecycle. This position supports accurate and timely grant processing, maintains reliable grant records, and serves as a key point of contact for nonprofit partners and internal stakeholders. TCF and SF Grants Coordinator works closely with Directors, Relationship Managers, and Finance to ensure clear communication, compliance, and exceptional service. The role also supports nonprofit organizations participating in The Giving Store, including Directory Listings and ongoing updates.

This position reports to the Supporting Foundations Grants Manager and works collaboratively within a highly service-oriented, team-based environment.

Key Responsibilities
I. Grant Processing & Systems Coordination

- Enter board-directed and discretionary grant requests into the Grants Lifecycle Manager (GLM) system.
- Review competitive grant applications for eligibility and completeness.
- Coordinate the review of nonprofit financials by forwarding materials to the Finance team.
- Maintain accurate and up-to-date grant records within GLM and CSuite, ensuring data consistency across systems.
- Post approved grants in CSuite and generate reports to support tracking, analysis, and decision-making.

II. Communication & Grant Administration

- Prepare and send grant-related communications through GLM, including approval, denial, ineligibility, and payment notifications.
- Process weekly grant payments via check or ACH and monitor related timelines.
- Track and document grant payment and notification dates.
- Review, file, and distribute grant-related correspondence, including thank-you letters, as appropriate.
- Proactively contact nonprofit organizations regarding outstanding or uncashed grant payments.

III. Reporting & Compliance Support

- Coordinate the monitoring and follow-up of interim and final grant reports.
- Cross-reference reporting requirements across systems and communicate proactively with grantees to ensure timely submission.
- Conduct an initial review of submitted reports to identify missing information or anomalies and collaborate with Directors on follow-up.
- Maintain organized records of reports, internal assignments, and grantee communications.

IV. Nonprofit & Internal Support

- Serve as a primary point of contact for assigned TCF and Supporting Foundations inboxes.
- Provide responsive assistance to nonprofit partners regarding system access, grant submissions, payment history, and general grantmaking inquiries.
- Support Directors and Relationship Managers by locating and providing grant, payment, and reporting information as needed.

V. The Giving Store & Directory Listings

- Support the establishment and maintenance of nonprofit Directory Listings within The Giving Store.
- Provide clear guidance and customer service to nonprofit organizations requesting listings or updates.
- Verify requested changes and coordinate timely updates with internal teams.

VI. Planning, Collaboration & Other Duties

- Maintain the Supporting Foundations grant timeline plan in Microsoft Planner.
- Assist with administrative records, reporting support, and special projects as assigned.
- Serve as a backup for Supporting Foundations grant activities and contribute to an all-hands-on-deck team approach.
- Perform other duties as assigned in support of The Columbus Foundation's mission.

Skills & Competencies

- Strong attention to detail and commitment to data accuracy
- Excellent organizational and time-management skills
- Clear, professional written and verbal communication
- Customer-service mindset when working with nonprofit partners

- Ability to manage multiple priorities and deadlines in a collaborative environment
- Comfort working with grants management systems and Microsoft 365 tools

Qualifications

- Working knowledge of nonprofit organizations and grantmaking processes required
- Experience with grants management systems or comparable databases preferred
- Associate's or Bachelor's degree or equivalent experience
- Compatible with a hybrid office/working environment

Anticipated Salary Range:
$54,000 to $67,000

The Columbus Foundation offers a number of incredible 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.