

PROGRAM AND GRANTS ASSOCIATE

ABOUT THE POSITION:

The Program and Grants Associate is an experienced position that oversees a portfolio of grants to ensure grant performance is aligned with the Argosy Foundation values and strategic goals. The Program and Grants Associate is responsible for researching, evaluating, and managing a grant portfolio and providing timely and accurate information to trustees and other key stakeholders to keep stakeholders informed and to drive decision making. An effective Program and Grants Associate will be a team player, an excellent communicator, a critical thinker and an excellent time manager who fully supports the Argosy mission.

This position works for our CEO/Executive Director and is based in Boulder, CO, supporting our grant portfolio in the Intermountain West region.

WHAT ARE THE DUTIES AND RESPONSIBILITIES FOR THIS POSITION?

Grant Management and Administration

- Track and maintain accurate grant information through the grant lifecycle utilizing grant database and partnering closely with grant partners and internal staff to ensure both positive experience and compliance
- Optimize grants management processes by continuously developing, refining, and enhancing the tools and workflows for both grant partners and internal staff alike, including maximizing the grants management system, evaluating its ongoing effectiveness, and designing a sustainable system architecture
- Maintain electronic grant files to ensure ongoing legal and financial compliance
- Oversee and adhere to internal timelines related to grantmaking; run and review timely and accurate reports to ensure grants are meeting objectives
- Utilize grant data to inform questions for Research Director
- Maintain regular communication with grantees and trustees so grant performance is well understood by stakeholders and issues are identified and addressed proactively, where possible
- Produce and distribute award letters, along with grant partner communications, while maintaining a library of templates to support grant-making
- Prepare reports and other grant information, as needed
- Develop and maintain grants process documentation, onboarding, and training materials that can be shared with staff as appropriate

Portfolio due diligence, review and research (for existing and potential future grants)

- Identify and maintain strong portfolio of organizations and investments
- Maintain effective relationships with grantees and industry leaders
- Conduct research and analysis to assess trends and industry developments

- Develop and utilize insights to advise trustees on sound investment and partnership decisions.

Board and Trustee meetings

- Develop and prepare reports and information that help board and/or trustees easily access and understand synthesized information about grants/investments to inform decision making
- Understand stakeholder needs and provide accurate, timely and relevant information to key stakeholders

Special Projects

- Take on special projects beyond portfolio management to support organizational needs, as requested
- Able to effectively manage workload to accomplish core work and special project work

Professional Development

- Develop new skills and enhance existing skills to support Argosy goals and objectives and support continuous learning

Other duties as may be required or requested.

WHAT ARE THE SKILLS THAT WOULD HELP SOMEONE SUCCEED IN THIS ROLE?

- **Critical Thinking/Strategic Agility** – deals with concepts and complexity comfortably; sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; demonstrates curiosity; can articulately develop credible stories and visions of possibilities; can develop new approaches and ways of thinking; demonstrates intellectual agility and creativity through analysis of complex data and effectively synthesizes information and glean key points.
- **Organizing** – able to accomplish multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges and presents information in a useful manner; great detail orientation; able to collect and streamline data for access and application.
- **Relationship Management** – relates well to all kinds of people; builds rapport; uses diplomacy and tact; demonstrates cultural competence; actively listens to understand, anticipate and flex to meet others' needs.
- **Time Management** – uses time effectively and efficiently; able to prioritize and concentrate efforts appropriately; can attend to a broad range of activities; maintains a conscious balance between work and personal life so one doesn't dominate the other.
- **Written and Verbal Communication** – able to write and speak clearly and succinctly in a variety of communication settings and styles; can get messages across, both in writing and verbally, that have the desired effect with a wide variety of audiences.
- **System skills** - proficient in Microsoft Suite products, Google collaborative platforms, Acrobat Readers, and familiarity with databases. Experience with databases strongly preferred.
- **Willingness to travel** - approximately 2-3 overnight trips/per year and 4-5 day trips/month, when needed. Position is based in the Boulder, CO office. These skills are normally acquired with a bachelor's degree and 5+ years of program and/or grant management experience

DIVERSITY AND INCLUSION STATEMENT

We are committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, nationalities, etc.) are highly encouraged to apply.

ABOUT ARGOSY

The Argosy Foundation is a private family foundation founded in 1997 by John Abele, co-founder of Boston Scientific. The Abele family members serve as the Board of Trustees; John is the chairman and Jeneye Abele is the President & CEO. Partnerships are not limited to traditional program areas, but instead emphasize a due-diligence approach to making strategic, leveraged investments followed by continuous learning for future partnerships.

The mission of the Argosy Foundation is to support people and programs that make our society a better place to live. We seek to employ creative and entrepreneurial approaches that help people to help themselves, and become self-sustaining whenever possible. Our intention is to solve systemic problems, build teams and communities, create replicable solutions, and inspire others to contribute in their own ways.