

THE CLARK, SCRIVEN, and FERNLEIGH FOUNDATIONS

Grants Coordinator Position Description

The Grants Coordinator reports to the Executive Director and assists in implementing the grantmaking goals of The Clark, Scriven, and Fernleigh Foundations. This individual will primarily:

1. Manage the operational and scheduling aspects of the grantmaking process;
2. Serve as Board liaison for the three foundations, facilitating communications between staff and board;
3. Oversee administration of grants management system (Blackbaud Grantmaking);
4. Work closely with the Executive Director and Program Staff to manage letters of inquiry, grant proposals, board meeting materials, and grantee-related correspondence;
5. Compile, draft, edit, and proofread documents, reports, and correspondence;
6. Provide support as needed to the Executive Director, including managing calendars and coordinating meetings; and
7. Perform a range of administrative and general office duties to ensure the timely and accurate completion of projects.

THE FOUNDATIONS

The Clark Foundation was established in 1931 in order to consolidate the philanthropic activities of The Clark Family. It is now one of the larger foundations in the United States. It supports nonprofit organizations in New York City and Cooperstown, New York, through a variety of grantmaking programs and a number of operating programs as well. The Board of the Foundation meets three times a year and consists of national leaders in the fields of education, financial services, history, law, medicine, the arts, and social services. Jane Forbes Clark is the President of The Clark Foundation.

The Clark Foundation has assets of over \$500 million and utilizes approximately \$30 million a year for grants and to underwrite operating programs. In New York City, the Foundation supports 70+ grantees in the program areas of Education, Employment, Social Services, and Nonprofit Management Training.

In Cooperstown, New York, grants are distributed to cultural, education, and healthcare institutions, as well as community and environmental groups. Major support is provided to the Foundation's operating programs, including The Cooperstown Beautification Program, The Clark Foundation Scholarship Program, The Clark Sports Center, and Mohican Farm.

The Scriven Foundation was founded in 1937 and is structured as a supporting organization. The Foundation focuses its efforts on the needs of the Bassett Healthcare Network, a regional nonprofit healthcare system headquartered in Cooperstown, and 35 nonprofits in Otsego County, New York. Currently, The Scriven Foundation has assets of over \$230 million. The Board of The Scriven Foundation meets once a year.

The Fernleigh Foundation was established in 1993 to administer funds for charitable purposes and provide grants to an array of nonprofits. Last year, the Fernleigh Foundation had assets of \$13 million and distributed over \$700,000 in grants. The Board of The Fernleigh Foundation meets once a year.

The Clark, Scriven, and Fernleigh Foundations have a small staff and are embedded in a family office structure (The Clark Estates, Inc.), which is engaged in diverse investments and operating businesses.

BOARD LIAISON (65%)

In collaboration with the Executive Director and Program Staff, provides administrative and operational support by serving as the liaison to Board of Directors. Confident written communication, with polished professional writing. Excellent minute-taking skills. Strong editing, proofreading, and project management skills are critical. Keen understanding of timelines, scheduling, and reminders. Prior administrative and operational support at the executive level and/or previous board liaison experience preferred. A working knowledge of Microsoft Office Suite and Adobe Acrobat Standard DC is essential.

- Assist Executive Director and Program Staff with logistical support for meetings of the Board of Directors and its Committees (Audit, Executive, Finance, Nominating, and Pension), including Board Book preparation:
 - Attend Board and Committee meetings, take accurate minutes to ensure all actions, decisions, and follow-up items are recorded;
 - Coordinate Board Committee meetings and Board meetings;
 - Generate meeting notices and prepare all Memoranda for distribution to Board and/or Committees between meetings;
 - Assist in Minutes preparation and maintain Minutes books;
 - Support in the compilation of both internal and external reports in preparation of Board and/or Committee meetings;
 - Manage and maintain accurate electronic files of documentation related to Board and/or Committees;
 - Maintain Board distribution and contact information;
 - Send and track annual Conflict of Interest Forms;
 - Maintain communication with Board of Directors; and
 - Schedule venue for meetings and catering and track board attendance information.
- Support Executive Director in the management of operating programs, including The Clark Foundation Scholarship Program and The Clark Sports Center:
 - Coordinate, edit, and proofread reports, requests, and memoranda.

GRANTS MANAGEMENT (30%)

In order to assist the Foundations in advancing their missions, the Grants Coordinator, in collaboration with the Executive Director and Program Staff, oversees the grantmaking operations to ensure overall quality of the Foundations' efforts. Prior grants management systems (ex. Blackbaud Grantmaking) is preferred.

- Review and process incoming grant inquiries, proposals, and grantee reports:
 - Process letters of inquiry;
 - Prepare declination letters;
 - Create electronic files of grant proposals, progress reports, and support documentation;
 - Prepare temporary files of grant proposals and progress reports including support documentation;
 - Review grant proposals, progress reports, and other supporting materials to ensure that all required documentation is submitted and current;
 - Act as a liaison for grant applicants on their proposals;
 - Maintain grant tracking sheet on write-up preparation process;
 - Generate, edit, and proofread grant write-ups;
 - Prepare grant recommendation memoranda; and
 - Prepare and maintain grant payment request spreadsheet, including grant payment preference, wire transfer information, and check requests.

- Blackbaud Grantmaking (BBGM) and pertinent grants management functions:
 - Maintain grants management database and electronic grant files ensuring the accuracy and integrity of data, including grant requests, approvals and declinations, payments, and organization contacts;
 - Design and run ad hoc and customized reports;
 - Manage online proposal submission and reporting processes and enter grant request data as need;
 - Manage and update online application and reporting forms;
 - Generate correspondence related to grantmaking, including proposal invitation notification, acknowledgement of proposals, award, and grant payment letters; and
 - Enter and upload requests and support documents to BBGM.

- Assist Executive Director and Program Staff with preparation of documents, letters, reports, and any other special projects related to grantmaking, as required.

- Miscellaneous items such as filing, coordinating meetings, and handling telephone calls and email inquiries related to grantmaking.

OTHER (5%)

- Review and distribute all incoming mail and grantee reports;
- Coordinate with the Foundations' Cooperstown office, as needed;
- Oversee management of physical files and scanning projects, including records retention policy when needed; and
- Occasional support of The Clark Estates, Inc., office activity, including assisting in covering the reception desk when needed, welcoming visitors, and answering and directing phone calls.

To Apply:

All eligible candidates should submit the following three documents by email to: humanresources@clarkest.com:

- Résumé;
- Cover letter outlining your suitability for the role; and
- Writing sample.

Applications will be accepted until Friday, August 2, 2024.

Please reference your email application with subject title: Grants Coordinator – 2024

This position will be expected to work from The Clark Estates, Inc.'s office in Midtown Manhattan at least three days a week. The salary range for this position is \$85,000 – \$101,000. The range listed is one component of the total compensation package for an employee.

We appreciate your interest in the organization and this position; however, due to the volume of applications received, only qualified candidates will be contacted. **No telephone calls please.** The Clark, Scriven, and Fernleigh Foundations and The Clark Estates, Inc., are an Equal Opportunity Employer.