

# The Champlin Foundation

<b>Position Title:</b>	<b>Grants &amp; Education Manager</b>
Reporting Relationship:	Executive Director
Office Location:	Cranston, Rhode Island
Anticipated Start Date:	January 1, 2024
Position:	Fulltime, Exempt

## Purpose and Values

As the largest private foundation in the State of Rhode Island with over \$400M in assets and making nearly \$20M in grants annually, The Champlin Foundation continues the legacy of George S. Champlin as a major supporter of Rhode Island nonprofit organizations.

The Champlin Foundation values the quiet and steadfast approach that has been its hallmark. Its consistency of purpose and broad reach helps those who do good do more, to the benefit of all. The Foundation focuses its grantmaking across nine areas of focus specifically related to capital needs. Our grantmaking helps to ensure the long-term stability of the charities in our community by supporting their facilities and equipment needs. Our grants are not used for programming or general operations.

As a funder of capital projects Champlin is uniquely aware of our nonprofit community's capability and capacity for project planning and implementation. In order to assist nonprofit leaders in gaining knowledge focused on facilities planning and construction project management, the Foundation is establishing a capacity-building element to its work. In addition to the primary responsibilities of grant review and evaluation, the Grants & Education Manager will coordinate this new educational work to help grantees understand how to plan and execute successful projects.

The successful candidate will join our small, highly effective team of 4 professionals including the Executive Director, Grants & Systems Manager, Finance & Operations Manager, and Office Coordinator. They will bring direct experience working within a nonprofit organization and have an understanding of and commitment to mission driven organizations.

## Position Overview

Reporting to the Executive Director and working closely with the rest of the team, the Grants & Education Manager will spend 70% of the time on application review and evaluation and 30% coordinating educational programming on facilities planning and capital projects. Annually, the Grants & Education Manager can expect to review and evaluate over 100 applications, attend 60+ site visits, over two grant cycles, and coordinate 3 to 5 capacity building seminars.

Serving as the primary contact and evaluator for organizations in the **Education, Healthcare, Historic Preservation & Heritage, and Youth Services** areas of focus, the position requires a blend of subject matter knowledge along with exceptional interpersonal and collaboration skills.

Additionally, with direction from the Executive Director, the Grants & Education Manager will be the primary coordinator of substantive programs that build organizations' capacity specific to facilities, capital planning, and project implementation. This will involve managing seminar promotion, seminar logistics coordination, attendee registration, and working with a faculty of expert presenters who lead the educational programs on organizational readiness, facilities expansion, and construction.

Though not required, experience in grantmaking and/or facilities management is desirable.

# The Champlin Foundation – Grants & Education Manager

## Duties and Responsibilities

### Application Review, Evaluation, and Decision Process

- In-depth review of each application in their primary areas of focus (Education, Healthcare, Historic Preservation & Heritage, Youth Services) including grant history, applicant website, etc.
- Provide thoughtful, concise evaluative comments for each application that take into consideration the Foundation's guidelines and criteria.
- Serve as the lead on site visits when acting as the primary evaluator.
- Serve as secondary reviewer for other areas of focus.
- Assist in the preparation of docket materials for Distribution Committee Review Sessions. This includes writing narrative reports.

### Education Program Coordination

- Coordinate (not present) Foundation-sponsored seminars for eligible grantees that center on facilities planning, construction project management, campaign fundraising, and peer learning.
- Assist in identifying and contracting expert consultant presenters; serve as liaison between presenters and Foundation team members.
- Assist in the design of cohesive, effective, and relevant educational programs.
- Design and manage post seminar evaluations to inform future programming.

### Qualifications

- Minimum of 10 years professional experience in nonprofit, philanthropic, government, or higher education sectors; or in a position with relevant job responsibilities
- Minimum of 5 years' experience within a nonprofit organization focused on youth services, healthcare, or education, in order to bring subject matter expertise
- Direct experience coordinating educational/professional development experiences
- Proficient in Microsoft Word, Excel, and Outlook, with the ability and willingness to learn additional systems as needed
- College degree, certification or credentials that are supportive of expected competencies required
- Experience with a CRM or like database system a plus; experience with Foundant ideal
- Skilled communicator with exceptional written, oral, interpersonal, and presentation skills
- Administratively self sufficient
- Knowledge of Rhode Island's nonprofit sector a plus
- Knowledge of facilities planning, construction and oversight and how facilities projects can impact organizational stability a plus
- Strong organizational skills; ability to multitask and manage numerous projects and deadlines at one time
- Fluency in English with additional languages, especially Spanish, considered an advantage
- High energy, innate curiosity, and a willingness to learn
- Ability to travel across the state of Rhode Island for site visits and meeting, sometimes multiple locations in one day

Compensation & Benefits: This is a full-time exempt position. The salary is in the \$90,000 range based on qualifications, experience, and strong references. In addition, The Champlin Foundation offers a family friendly culture and a generous benefits package that includes 80% coverage of family healthcare and a retirement contribution after one year of service.

## The Champlin Foundation – Grants & Education Manager

Covid-19: The Champlin Foundation requires that all staff be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical reasons, and/or as otherwise required by applicable law.

Remote Work Policy: The Champlin Foundation's current remote work policy is that all staff have one set day a week to work remotely, either Wednesdays or Fridays.

Physical Demands:

Work is performed primarily in an office environment with extended periods of time sitting. Position requires the ability to operate standard office equipment and keyboards as well as the ability to lift and carry small parcels, packages, and other items. Since attending applicant site visits is a key element of the job, employee must be able to walk distances of at least a half mile, stand for extended periods of time, climb stairs and tour construction sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Instructions: To apply, email a cover letter, resume, and list of three references to: [search@champlinfoundation.org](mailto:search@champlinfoundation.org) on or before 5:00 pm, **November 10, 2023**. Use the subject line: Grants & Education Manager. Submit Microsoft Word or PDF files only please. Only candidates to be interviewed will be contacted. Interviews will begin in November and expect to be finished by mid-December. Anticipated start is January 1, 2024.