



The Cape Cod Foundation
POSITION DESCRIPTION – JULY 2025

JOB TITLE: GRANTS COORDINATOR – Temporary

PURPOSE: This position provides support in carrying out The Cape Cod Foundation's grant and program functions. The Grants Coordinator is responsible for performing tasks necessary to support grantmaking; supporting grant committee processes; and providing staffing for project work as assigned by the program team.

POSITION TYPE: Temporary, part-time (20-22.5 hrs./week), non-exempt.

SCHEDULE: Work schedule is up to 7.5 hours per day. Flexibility to spread hours across three or four days – Monday through Thursday.

REPORTS TO: Director of Impact

COLLABORATES FREQUENTLY WITH: Director of Operations, Senior Program Officer for Education, Scholarship Coordinator, Finance Officer, Fund Administrator, and others at The Cape Cod Foundation.

POSITION LOCATION: Office of The Cape Cod Foundation, 261 White's Path, Unit 2, South Yarmouth, MA 02664

DATES: Available immediately, for 12 weeks. (Possibility for extension if workload and schedule allow TBD.)

This is an in-office position.

INTRODUCTION:

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grant maker that uses its knowledge to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors has adopted a strategic framework for 2023-2025. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grant maker is continuing to build and promote a high-performance culture among staff, Board, and volunteers. To this end, while we effectively utilize the individual contributions and skills of each team member, we stress a collaborative, multi-departmental approach to achieving our goals and expanding collective impact.

DUTIES AND RESPONSIBILITIES:

Grant Administration and Grantmaking

- Work with the Director of Impact, and other Foundation staff to administer grants.
- Maintain an understanding of grant programs and policies
- Process and track grant applications, reports, and recommendations using the Foundation's software, primarily Community Suite and GLM, with some work in Microsoft Excel and Word.
- Prepare electronic grant-related documents, such as award and declination letters, grant agreements, follow-up reports, and other.
- Work in coordination with Senior Program Officers, Finance Officer and Fund Administrator to process grant payments and awards.
- Monitor grants requiring progress reports, ensuring that reports are submitted to the Foundation in a timely fashion.
- Support staff with grant committees, such as preparing meeting materials.
- Provide technical assistance to applicants related to proposal development and submission.
- Review and analyze submitted proposals in conjunction with other members of the Program Team.
- Support marketing with the dissemination of grant summaries.
- Follow National Standards and legal requirements for grantmaking, as identified by CCF policies and procedures.

- Respond to phone calls and emails from prospective and current grantees.
- Assist with orderly workflow for the Program Team.
- Attend staff meetings and training courses as required by position.

Community Engagement and Civic Leadership

- In all interactions, act as an ambassador for the Foundation to elevate our role in the community and develop and sustain long-term relationships with community stakeholders, program partners and nonprofit organizations.
- If needed, attend various community meetings and events with other Foundation staff.

Other duties as assigned.

QUALIFICATIONS:

- Detail-oriented, responsible, energetic, personable, and self-directed.
- Excellent organizational skills: ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong oral, written and interpersonal skills
- High degree of personal and professional integrity including ability to always maintain confidentiality
- Highly proficient with technology; strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet, and willingness to learn customized foundation software, Community Suite and GLM. The ability to learn and use these databases daily is a requirement of the position.
- Comfortable working with diverse groups of people
- Nonprofit work experience and knowledge of the Cape Cod community a plus
- Bachelor's degree preferred, or 3+ years' work experience in a professional setting demonstrating the needed competencies, with reference provided

The Cape Cod Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, sex, national origin, citizenship, age, religion, creed, disability, familial status, military status, sexual orientation, gender identity, gender expression or any other consideration made unlawful by federal, state, or local law.

To apply: Please send a cover letter expressing your interest and qualifications and a copy of your current resume by email to: info@capecodfoundation.org. Salary is \$27 per hour. Applications will be accepted until the position is filled.