

THE BROWN FOUNDATION, INC

GRANTS OFFICER Job Description

Founded in 1951, The Brown Foundation, Inc. has awarded more than \$1.8 billion in grants, principally focused on providing support, encouragement, and assistance to education, the arts, and health and human services. With an enduring legacy of philanthropic support for the Houston community and beyond, the Brown Foundation is committed to creating impact by supporting excellence in its grantees.

POSITION SUMMARY

The Brown Foundation seeks an accomplished professional to join our team as a **Grants Officer**. The Grants Officer will work in close partnership with the Executive Director, the Board of Trustees, and an engaged, multi-generational family to help the Foundation achieve its mission. The primary goal of this position is to oversee the grantmaking process, allowing the Foundation to distribute roughly \$70MM per year. The position is located in Houston, Texas, and reports to the Executive Director.

KEY RESPONSIBILITIES

The Grant Officer's role includes the following:

- **Build strong, collaborative working relationships with the Brown Foundation Trustees and Board Committee leadership.**
 - Prepare agendas and materials for Board Committee meetings, in close consultation with chairs.
 - Attend Board of Trustees and Committee meetings to listen and gain understanding of major questions and areas of interest.
 - Create learning opportunities for Trustees and Committees to deepen knowledge of community needs and grantmaking areas.
- **Conduct appropriate due diligence of current and prospective grantees.**
 - Communicate regularly with current and prospective grantees, through phone interviews; site visits; research; analysis of programmatic and financial information; and more.
 - Synthesize and present relevant diligence to Trustees and Committee members.
 - Maintain robust information about current and prospective grantees in the Foundation's Salesforce system, to enable knowledge-sharing.
 - Develop and lead the Foundation's approach to evaluation and progress-monitoring of the impact and effectiveness of grants.

- Contribute to various strategic projects, especially as it pertains to grantmaking strategies.
- **Serve as a representative of the Brown Foundation in the community.**
 - Maintain a current and rich knowledge base about current community issues.
 - Develop relationships within the Houston community as a representative of the Brown Foundation, including attending select community meetings; site visits; and other local events.
 - Maintain strong, positive working relationships with current and potential grantees; be responsive to questions and provide assistance to grant-seekers as appropriate.
- **Contribute to the effectiveness and efficiency of the Foundation's grantmaking process.**
 - Collaborate with the Executive Director and Trustees to design and refine grantmaking diligence tools.
 - Collaborate with other members of the Brown Foundation team, particularly the Chief Financial Officer and the Director of Grants Administration, to ensure that the Foundation's grantmaking adheres to recommended and required practices.
 - Complete other projects based on the needs of the Brown Foundation.

QUALIFICATIONS

The ideal candidate for the position will have at least 8 to 10 years of professional experience, including leadership experience and a background of working collaboratively within a team. The successful candidate must be humble; a good listener; mission-driven; thrive on challenge and learning; and be committed to professional growth through learning, coaching, and feedback.

Specifically, the successful candidate will have:

- A bachelor's degree with at least 8-10 years of related work experience
- Strong commitment to the mission of the Brown Foundation and passion for the work of our grantees
- Familiarity with the nonprofit, philanthropic and foundation sectors within Houston; generalist knowledge of any of the Foundation's giving areas such as health and human services, education, and/or arts and culture
- Demonstrated track record of independently preparing quality materials for Boards or senior-level executive leadership
- Superior written communication skills
- Self-directed; proactive approach to identifying and resolving challenges
- Strong project management skills; must thrive working under deadlines and handling multiple tasks without sacrificing attention to details; strong results and performance-orientation
- Strong analytical skills and critical ability to judge soundness of grant requests and track grantee performance
- Ability to interpret and analyze nonprofit financial statements and other public financial documents

- Roll-up-one's sleeves attitude
- Understanding of the dynamics of working with a family foundation comprised of different generations of philanthropists residing in different cities and states. Ability to be responsive and accessible to requests for advice, counsel and guidance
- An orientation toward servant-leadership, including strong active-listening skills and ability to tailor communications to diverse audiences
- Proven background as a team player who strives to understand and deliver excellent customer service to internal and external customers
- Exceptional professional maturity, judgment, integrity and trustworthiness in all actions, including ability to maintain confidentiality and exercise discretion with sensitive information
- Self-awareness; commitment to giving and receiving professional feedback in the spirit of growth and improved performance
- Comfortable working in a small office environment

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. A comprehensive benefits package, including health and dental benefits, generous vacation and a retirement savings plan, is offered to all full-time employees.

HOW TO APPLY

Please apply [here](#) and send resume and cover letter to Denise Smith at BrownGrantsOfficer@denisesmith.net. Applications will be received until February 22, 2019. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.