

## **JACK KENT COOKE FOUNDATION JOB DESCRIPTION**

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Position Title: Program Coordinator, Grants and Selection  
Reports To: Program Manager, Grants  
Department: Programs  
Status: F/T, Non-Exempt  
Regular hours: 9:00 am – 5:00 pm

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### **ABOUT THE FOUNDATION**

The Jack Kent Cooke Foundation is a private, independent foundation dedicated to advancing the education of exceptionally promising students who have financial need. The Foundation supports exceptional students from elementary school to graduate school through scholarships, grants, direct service, and knowledge creation and dissemination.

### **MAJOR FUNCTION**

Provides administrative support to the programs department, with primary attention to grants and selection activities. Assists the grants team in ensuring the smooth functioning of the Foundation's grantmaking program operations through responsibilities for data management, event logistics, grantee communications, and material preparations. Also assists with aspects of scholarship selections for the Young Scholars Program, College Scholarship, and Undergraduate Transfer Scholarship programs.

### **PRINCIPAL RESPONSIBILITIES**

- Oversees event logistics for approximately 5-7 selection and grantee meetings including venue selection, catering, participant travel and lodging, invoices, and preparation of meeting materials. Handles written and phone communications with attendees pre- and post-events. Reconciles event budgets.
- Administers aspects of the grantmaking cycle, including preparing grant agreements, award and payment letters; managing reporting and payment schedules; verifying grant applicant IRS tax status; processing grant applications and tracking receipt of materials; and responding to applicant inquiries by phone and email.
- Assists grants staff in grants portfolio management and monitoring, including conducting grantee site visits, and reviewing and analyzing grantee reports.
- Collaborates with communications staff, especially in areas of external communication and outreach, to promote grantee work on social media.

- Works with the Program Manager for Grants to maintain current, detailed, and complete records in the grants database. Maintains hard copy and electronic filing systems. Prepares records for annual audits.
- Schedules meetings and conference calls; plans staff travel, including accommodations and transportation; registers staff members for conferences; prepares expense reports; and maintains annual Foundation memberships, subscription renewals, and conference sponsorships.
- Assists selection staff with activities related to the selection meetings, including recruiting reviewers and preparing materials for reader training and reviews.
- Contributes to program research and planning. Keeps current on issues related to the foundation's mission. Seeks out organizations and thought leaders that may lead to new partnerships and/or grant investments.
- Represents the foundation at Washington DC area forums and meetings; maintains and develops one's own professional and personal skills.
- Schedules and attends grant program staff meetings, prepares agendas, takes meeting notes, and prepares task lists and project schedules as necessary.
- Assists other members of the foundation staff as needed on other program-related matters; occasionally may be asked to provide front desk support.
- Other tasks as assigned.

### **JOB QUALIFICATIONS & REQUIREMENTS**

- Minimum of a Bachelor's degree required, and at least two years of experience in a program support role.
- Excellent written and oral communication skills; Analytical abilities with a strong attention to detail and ability to work independently and simultaneously on multiple projects within close, overlapping, and/or conflicting deadlines.
- Excellent knowledge of all Microsoft Office applications. MicroEdge GIFTS and/or CRM database knowledge a plus.
- Must be a collaborative and flexible team player with excellent organizational and interpersonal skills.
- Must be able to develop productive relationships with colleagues, grantees, and others who contribute to the foundation's philanthropic goals; Previous philanthropic/nonprofit background a plus.