JOB DESCRIPTION

Manager, The Youngstown Foundation

COMMUNITY FOUNDATION
OF THE MAHONING VALLEY

REPORTING RELATIONSHIPS

The position will directly report to the Senior Director of Community Impact.

WORK SCHEDULE

Full-time with occasional evening or weekend work required

POSITION SUMMARY

The position is responsible for managing the day-to-day administrative and grantmaking operations of The Youngstown Foundation under its contracted services agreement with the Community Foundation of the Mahoning Valley. The position serves as the primary point of contact for applicants, grantees, fund advisors, Distribution Committee members, PNC, and other partners and ensures that The Youngstown Foundation's routine work is completed accurately, professionally, and on schedule.

KEY RESPONSIBILITIES

- Manage The Youngtown Foundation's day-to-day administrative operations, including responding to incoming calls and emails, receiving and routing mail and maintaining calendars.
- Lead competitive grantmaking processes, including applicant support, application intake, charitable-status verification, routine due diligence, site visits when appropriate, application evaluation, funding recommendations, grant agreements, decision correspondence, and grant reporting.
- Support The Youngstown Foundation's Distribution Committee, including scheduling meetings, preparing draft agendas, compiling and distributing meeting materials, preparing minutes, and managing follow-up.
- Coordinate meetings for donor advised funds with established committees, including scheduling, preparing and distributing materials, facilitating meetings, documenting decisions, managing follow-up, and researching potential grant opportunities when requested.
- Coordinate grant and distribution payments with PNC.
- Maintain complete and accurate information in the grant management system.
- Coordinate approved updates to The Youngstown Foundation's website and other public-facing information in collaboration with PNC, Foundation representatives, CFMV staff, and designated vendors.

OTHER FUNCTIONS AND RESPONSIBILITIES

- Participate in CFMV staff meetings and The Youngstown Foundation committee or planning meetings as requested.
- Assist with documenting and improving administrative procedures, timelines, templates, and workflows.
- Maintain the confidentiality of applicant, grantee, donor, committee, and organizational information.
- Collaborate with other CFMV staff who provide supervisory, financial, communications, systems, or executive support to the contracted services relationship.
- Perform other duties as assigned that are consistent with the position and the contracted scope of services.

PROFESSIONAL CHARACTERISTICS AND QUALIFICATIONS

- Bachelor's degree in a relevant field or an equivalent combination of education and professional experience.
- Four to six years (4-6) of experience in nonprofit administration, philanthropy, grantmaking, program management, or a related field.
- Strong written and verbal communication skills, including the ability to communicate professionally with applicants, grantees, volunteers, and institutional partners.
- Ability to independently manage multiple meetings, deadlines, and administrative responsibilities.
- Strong attention to detail and commitment to maintaining accurate records.
- Sound judgment, discretion, and the ability to handle confidential or sensitive information.
- Proficiency with Microsoft Office and comfort learning and using grant management, database, and workflow systems.
- Experience with Foundant's Grant Lifecycle Manager or a similar grant management system preferred.
- Familiarity with the Mahoning Valley nonprofit community preferred.

WORKING CONDITIONS

- Work is performed primarily in a professional office environment and requires regular use of a computer, telephone, email, and virtual meeting technology.
- Local travel may be required for meetings, site visits, and other Foundation-related activities.
- Occasional evening or weekend work may be required to support committee meetings or special activities.
- The position requires the ability to manage periods of increased workload associated with grant deadlines, application review, committee meetings, and distribution processing.
- A hybrid work option is currently offered after a 90-day orientation period and contingent upon maintaining good standing.

COMPENSATION AND BENEFITS

This position is classified as full-time, exempt with an annual compensation range of $58,000-$62,000 dependent on qualifications and experience.

CFMV's benefits package includes:

- Health, dental, and vision insurance (Organization covers 90% of health insurance premium for employee and 50% for spouse and/or family. An affordable premium for dental and vision is paid by employee if coverage is needed.)
- Company-paid short-term and long-term disability policy
- Generous paid time off policy including vacation and sick leave, plus eight paid federal holidays and three floating holidays per year
- Simple Retirement Plan with employer contribution match (all contributions immediately vested)