



Grants and Scholarships Coordinator

JOB DESCRIPTION

January 2025

Location:	Bayside or Crescent City, CA; with routine hybrid work structures
Department:	Program & Community Partnerships
Reports To:	Director of Grantmaking
Time Commitment:	Full-time M-F 8:30a-5p, may include weekend or after hours work as needed.
Status; Level:	Regular, Non-exempt; Coordinator
Compensation:	\$19.00 - \$21.25/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$23.75/hour expected at 1 year of tenure

About Humboldt Area Foundation+Wild Rivers Community Foundation

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them.

The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance

of the North Coast, the Redwood Region Climate and Community Resilience Hub and the Klamath River Restoration Fund. It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

Job Description Summary

The Grants & Scholarships Coordinator is responsible for a variety of administrative, logistical, and professional service tasks that support the daily functions of the Foundation's grant and scholarship programs, as a vital part of the Programs & Community Partnerships Team. The ideal candidate will carry out job duties with excellent time management, an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be able to take direction from multiple staff members, create and diligently follow work plans and timelines, proactively look ahead and prioritize dynamic workloads, provide excellent internal and external professional service, propose solutions, communicate effectively, and work collaboratively across the organization.

Essential functions of the position include the logistical coordination of grant round workflows and providing customer service support to grant and scholarship applicants and review committees through paper, electronic and online processes. This includes updating and troubleshooting the online application and review platform, preparing letters and reports; data entry; updating grant applications and the website; and supporting other Programs & Community Partnerships staff by assisting with tasks such as scheduling, meeting set up and clean up, travel arrangements, filing, data base management, bulk mailings, and expense reports.

Essential Functions

Grants and Scholarship Coordination (75%):

- Provide administrative support to applicants, grantees/students and committees including fielding questions, scheduling and attending internal and external meetings, preparing review packets, and grant reports
- Seeing through the application process from beginning to end; update and draft grant applications, coordinate advertisement, screen applications for eligibility, data entry and coordination of notification, track and follow up on grant reports
- Update and follow grantmaking procedures while effectively supporting workflows, program evaluation and development, create new procedures as needed
- Update constituent databases
- Support development of online application portal(s), including technical support
- Reconcile and follow up on expired grants
- Maintain organized filing system

Team, Organizational and Administrative Support and Participation (25%):

- Participate in all-staff and team meetings, team building efforts, activities, and trainings
- Assist with supporting Program Officers, when requested, including but not limited to:
- Coordinating meetings, including scheduling and logistics, preparing materials and resources, setting up appropriate technology, and providing follow up with

- documentation of activities, notes, and agreements.
- Conduct background research and analysis on key trends and developments relevant to strategy areas of the foundation, prepare briefing and advance materials to support a range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent and thorough will be essential.
 - Support Program Officers/Managers on engagement, tracking, and follow-up using constituent databases for effective Grantmaking and partnerships.
 - Back-up support for other team Coordinators and Associates as appropriate.
 - Admin support for Director of Grantmaking, or other Programs & Community Partnerships staff as appropriate
 - Other duties as assigned

Minimum Qualifications

- Two years of experience working in an administrative capacity in an office environment that has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Experience using equipment such as computers, phones, printers, etc.
- Proficiency with the Microsoft Office suite (Word, Excel, Outlook, Power Point, etc.)
- Performs work, such as data entry and proofing, with a high level of accuracy and an eye for detail; can identify and correct mistakes in own work
- Takes initiative in problem solving
- Proven experience providing outstanding customer service
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Handles interactions with creativity and diplomacy
- Ability to work independently as well as part of a team
- Ability to prioritize and organize workloads in order to meet project deadlines
- Ability to anticipate, identify, and address others' needs in a dynamic work environment
- Excellent written and verbal communication skills
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures
- Ability to work the hours required for this position
- Effective and efficient time management skills
- Ability to handle multiple responsibilities simultaneously, prioritize and balance workloads with minimal supervision, and meet critical deadlines
- Past experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion
- Has access to stable, alternative transportation or the ability to be covered under HAF's auto insurance in order to work on site, travel, and attend meetings and events within a

four-county region.

Preferred Qualifications

- 3+ years experience in administrative support
- Knowledge and experience with supporting committees and advisory boards
- Knowledgeable about nonprofit business functions
- Previous work in a local medical or health and human service organization
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
- Bi-/Multi-lingual fluency
- Experience working in database systems
- Demonstrated proficiency in working with and developing websites or on-line application platforms

Physical & Mental Requirements of the Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild Rivers Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date:_____

Date:_____