

Grants & Data Assistant (Full-time, hybrid)

Burton D. Morgan Foundation is a private foundation based in Northeast Ohio dedicated to advancing the principles of free enterprise and entrepreneurship. Established in 1967 by a visionary entrepreneur and philanthropist, Burt Morgan, the Foundation's mission is to strengthen free enterprise by investing in people and entities that embody the entrepreneurial spirit. Through a combination of innovative programs, purposeful partnerships, and strategic grantmaking, the Foundation nurtures entrepreneurs of diverse ages and stages with:

- **FREE ENTERPRISE EDUCATION AND ENTREPRENEURSHIP SKILLBUILDING** – The Foundation supports free enterprise and entrepreneurship education.
- **SUPPORT FOR STARTUP AND SECOND STAGE ENTREPRENEURS** – The Foundation impacts startup and second stage entrepreneurial companies through education, skill building, and capacity building.
- **FUNDING FOR ENTREPRENEURS** – Morgan Foundation aims to empower entrepreneurs with access to capital and other needed resources.

Description of Position: Responsible for assisting with the grants management process from pipeline to completion using a grants management software system (currently AkoyaGo). Additionally, this individual is responsible for assisting with the overall data operations and analysis, producing reports based on the data collected in the grants management system and elsewhere. The Grants and Data Assistant is a pivotal member of the team, contributing to idea generation, strategic thinking, organizational networking, and collaborative team dynamics. This position is a potential steppingstone to a Grants Manager position.

Duties/Responsibilities:

- **Grants Management Activities**
 - Field and respond to grant related inquiries
 - Assist with processing incoming applications and perform initial due diligence
 - Assist with processing grant agreements, reports, and other correspondence and track to grants management system
 - Serve as secondary liaison to grants management software provider
 - Update and document grants management processes as needed
 - Coordinate grants process with financial and program staff
 - Actively participate in program staff meetings providing relevant background information and responses to information requests
 - Create/modify grant related documents
 - Create agenda of grants and specific grant reports for board meetings
 - Participate in ongoing grants management professional development
 - Assist with implementation of system updates and/or new grants management platforms as needed
 - Perform other duties as assigned

- **Data Operations Activities**

- Prepare responses to surveys and grant related requests for data information
- Synthesize data into lists, reports, and infographics
- Provide analysis of data and recommendations to help inform strategy
- Maintain and update contact list in grants database
- Works closely with Grants & Communications Manager on updating and maintaining master database.
- Coordinate with program team and grantees/partners to ensure lists are relevant and up-to-date
- Create dashboards, searches, reports, and other data analysis to support programmatic, financial, and operational decision-making
- Contribute to the grant evaluation process by implementing relevant data collection processes that contribute to an overall impact framework
- Develop workflows and automate processes, when applicable
- Other duties as assigned

Qualifications and Requirements:

Education:

- Bachelor's degree required
- Continued professional development

Special Skill Requirements:

- Entrepreneurial
- Enjoys learning, experimenting, creating, and being opportunistic while maintaining a sense of play.
- Impact and outcome oriented
- Passionate about entrepreneurship
- Data management and analysis experience preferred
- Grants making and evaluation experience preferred
- Knowledge of database software including Microsoft Dynamics (AkoyaGo, Salesforce, and Hubspot CRMs are a plus)
- Knowledge of Microsoft Office applications
- Excellent oral and written communication skills
- Excellent research and analytical skills
- Effective interpersonal skills and excellent customer service
- Ability to work with minimal supervision
- Sound judgment
- Strong organizational skills and good time management
- Ability to handle multiple responsibilities
- Flexibility, self-discipline, and initiative
- Dedicated team player
- Detail oriented

Other

- Occasional evening work and overnight travel
- Salary Range: \$52,000 to \$60,000 based upon experience. **Medical, vision, dental, retirement and other benefits are offered.**

Burton D. Morgan Foundation is an equal opportunity employer.

Accepting resumes until November 28th at:

admin@bdmorganfdn.org

No phone calls please.