



JOB OPENING

Grants Manager/Grants Officer

Park Foundation Inc.

Ithaca, NY

Park Foundation seeks nominations and applications for a Grants Manager/Officer to serve as the lead administrator for the Foundation's grantmaking infrastructure and systems. This role oversees the full grants lifecycle, ensuring accurate, timely processing and high-quality administration aligned with Foundation policies and strategic priorities. They will lead the design and implementation of grants management systems and standard operating procedures, promote consistent best practices across program areas, and strengthen coordination among program, finance, and operations teams. The position also serves as the primary point of contact for the grantmaking system and will support the Foundation's planning and transition to a new system in the coming years. This role reports directly to the Executive Director.

We strongly encourage applications from individuals with lived experience related to our programs, as well as people of color, persons with disabilities, women, and LGBTQ+ individuals.

About Park Foundation

Park Foundation is a family foundation dedicated to advancing a more just, equitable and sustainable society and environment, both nationally and in our local Ithaca community. We are principled, strategic and fearless in our grantmaking, collaborative with our partners, and nimble and innovative in our approach. We are committed to challenging the powers that threaten an independent media, a robust democracy, and the future of our planet. Park Foundation was formed in 1966 with an original focus on education and grant-making in communities where Park Communications had interests. The Staff includes 8 team members and there are three local priority areas and five national programs that reflect the mission of the Park Foundation. These priorities include national grantmaking programs in Media, Environment, Civic Participation, Democracy, Animal Welfare and local support for Community Needs, Sustainable Ithaca and School Food and Nutrition.

Position Summary

This role manages the full grants lifecycle experience—from intake and review through approval, payment, monitoring, and closeout—ensuring accuracy, compliance, and timely reporting. The

position oversees due diligence and grantee documentation in accordance with IRS regulations and Foundation policies, tracks active grants to ensure all pre- and post-award requirements are met, and responds to internal data requests to support decision-making, reporting, and evaluation. The role also provides guidance to staff and grantee partners throughout the application and reporting process. The position is responsible for identifying opportunities to streamline grantmaking operations and strengthen cross-departmental collaboration to ensure that grantmaking practices remain aligned with the Foundation's mission, vision, and values.

Key Responsibilities

Grantmaking Systems & Reporting

- Provide strategic oversight of the Foundation's grants management system and data, ensuring the platform supports current operations and future growth.
- Evaluate long-term grants systems needs and lead planning for planned upgrades or system transitions as the organization evolves.
- Manage the Foundation's grantmaking system end to end, including entering and maintaining grant requests, reports, organizational records, board-approved grants, payments, and grant status through closeout.
- Ensure the accuracy and integrity of grants data through regular audits, quality checks, and ongoing system maintenance and configuration updates.
- Develop and maintain core system tools—including templates, dashboards, and reports—to support staff workflows, tracking, and decision-making.
- Serve as the primary point of contact for internal and external technical support, including troubleshooting issues, coordinating updates, and assisting users as needed.
- Manage the grantmaking system's vendor relationship and oversee contract renewals and licenses.
- Conduct functionality testing of system upgrades; track and resolve system issues with vendor.
- Generate special reports for the Executive Director, Trustees, and staff as needed.
- Lead training initiatives on the grantmaking system.

Grants Management

- Serve as the primary grants management point of contact for program teams and their grantee partners.
- Review grants to confirm compliance with IRS regulations and Foundation requirements.
- Partner with the program team and Executive Director to resolve complex issues and challenges that may be presented by a particular grant or grantee circumstance.
- Draft and prepare grant agreements and letters for Program Officer and Executive Director review.
- Coordinate with the CFO to ensure financial accuracy before issuing payments.
- Management distribution of grant payments, ensuring proper documentation and signatures.

- Maintain the annual Grant Cycle Timetable and update staff and trustees calendars accordingly.
- Advance the Foundation's grantmaking by leading improvement initiatives that foster accessible, inclusive, and equitable grantmaking practice

Networking and Other Duties As Required

- Participate as a valued member in relevant networks such as PEAK Grantmaking and Technology Association of Grantmakers (TAG) and stay informed of trends, best practices, and activities in the philanthropic sector.
- Assist Executive Director, trustees, and staff with any special projects as they arise.
- Administrative duties as requested.

Qualifications, Competencies & Skill Sets

- 7–10 years of grants management experience in a philanthropic organization.
- Deep knowledge of the grantmaking lifecycle, including due diligence, compliance, and reporting.
- Solid understanding of foundation and IRS regulations related to grantmaking compliance.
- Strong experience managing grantmaking systems and producing reports; familiarity with Blackbaud Grantmaking a plus.
- Proficiency with grantmaking systems, CRMs/databases, and Microsoft or Google productivity tools; adaptable to new platforms.
- Collaborative, service-minded approach and a commitment to providing thoughtful, reliable support to others.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- High attention to detail and accuracy, with a strong commitment to data integrity and documentation.
- Sound judgment and discretion in handling confidential information.
- Strong communication, collaboration, and relationship-building skills with staff, board members, grantees, and partners.
- Analytical skills to translate data into insights through reports and dashboards.
- Demonstrated commitment to philanthropy, social justice, and the mission, values, and equity goals of the Park Foundation.

Additional Requirements

Some travel may be required. Willingness to work additional hours if needed during peak periods.

Salary & Benefits

This is an exempt, full-time position. The targeted starting salary range for this position is \$95,000-\$140,000 based on experience. Park Foundation offers an extensive and generous

benefits package including health insurance, paid time off, and 401(k) retirement plan with an employer contribution match.

Working with Park Foundation.

We believe that diversity is critical to our mission, and we value an inclusive culture. We strongly encourage applications from people with lived experiences related to our programs and applications from people of color, persons with disabilities, women, and LGBTQ+ individuals. Park Foundation is an equal opportunity employer; we do not discriminate in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation.

The Foundation is based in Ithaca, NY. This position could be remote with regular travel to Ithaca or based in Ithaca. Park Foundation is currently operating in a hybrid work model.

Interested applicants should send a cover letter and resume addressed to Rachel Leon, Executive Director and email it to: assistant@parkfoundation.org by April 10, 2026. Please note in the subject line the role for which you are applying.