



Position: Grants Officer

Description: The Grants Officer will join a dynamic, community-minded team in a full-time, exempt, staff position. This position plays an integral role in providing support to the thriving nonprofit community of Jackson Hole. The Grants Officer will lead the execution and management of key grant programs, scholarships, and nonprofit/community programming, in partnership with the Director of Grants & Nonprofit Outreach. The position will also work closely with the Chief Operating Officer, Grants & Program Associate, and other key staff at the Community Foundation of Jackson Hole to deliver resources and support to the Jackson community aligned with strategic goals of the Foundation.

Reports To: Director of Grants & Nonprofit Outreach

Primary Duties and Responsibilities:

➤ **Grants Program Execution**

- Administer application process, award tracking/reporting, nonprofit communications, promotion, and general administration across 6+ grants programs in close partnership with Director of Grants
- Orchestrate grants-related events, e.g. Youth Philanthropy Awards Party
- Leverage Foundation technology to ensure all grant programs have efficient, effective, and transparent processes

➤ **Administration of Teton County Scholarship Program (TCSP)**

- Foster strong working relationship with TCSP partner organization, the Fund for Public Education
- Oversee annual TCSP application process, including:
 - application maintenance and management
 - stakeholder communications (students, counselors, families)
 - application tracking and reporting
 - software integration support
- Manage review process with Scholarship Committee and 10+ subcommittees
- Support Jackson Hole High School in the execution of Scholarship Night
- Orchestrate 200+ annual scholarship disbursements with Finance colleagues
- Ensure scholarship program compliance with federal guidelines and industry best practice

➤ **Nonprofit Outreach and Programming**

- Support Director of Grants in development and administration of nonprofit liaison program
- Orchestrate biennial Nonprofit Compensation and Demographics Surveys and publication of the associated Reports



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- Promote nonprofit operating best practices by planning and implementing professional development workshops and roundtables

➤ **Other**

- Provide Wednesday Lunch Group administrative and grants facilitation support
- Contribute to the development of annual Grants budget
- Serve as a visible, professional representative of the organization
- Support all staff in achieving the overall goals and objectives of the Foundation

Skills/Experience Required:

- Strong project/program management and organizational skills
- Excellent interpersonal and communication skills, both written and oral
- Ability to build and maintain strong working relationships with diverse constituents
- Strong organizational skills and detail orientation
- Ability to prioritize and manage individual workload
- Program planning experience; volunteer management desirable
- Familiarity with the Jackson Hole community and local nonprofits
- Competency in Microsoft products (SharePoint, Outlook, Word, Excel & PowerPoint); willingness to learn and master new software, including SurveyMonkey Apply, Insightly, and Stellar iPhi
- Ability to take direction and work cooperatively
- Impeccable moral and ethical standards and conduct
- Intense commitment to the mission and work of the Community Foundation of Jackson Hole

Our Ideal Candidate:



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- You're a systems thinker with significant project management experience.
- You're a self-starter. Once team priorities and action plans are established, you execute independently, effectively, and on time.
- You're intensely detail-oriented. Your eagle eye readily spots reporting inaccuracies, misspellings, and other errors.
- You love a good spreadsheet – whether a task list, report, or project management tool.
- You're excited to use your excellent interpersonal and communication skills to build relationships with local nonprofits.
- You're a strategic thinker who embraces complex concepts and new initiatives.
- You earnestly believe that “teamwork makes the dream work.” You have “thought partner” written all over you!
- You're self-reflective, culturally competent, and committed to recognizing and addressing bias both personally and structurally.
- The only things stronger than your passion for purpose are your personal integrity and your discretion managing confidential information.

Values:

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

The Environment:

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our



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community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

Starting salary: \$75,000 + full benefits