



United Way
of Central New Mexico



Job Description: **Grants & Contracts Administrator**

Department: Community **Impact, United Way of Central New Mexico (primary)**

Reports to: Senior **Director of Community Investments**

Salary Classification: **WKKF Grant Funded for 2 years guaranteed; continuation dependent on additional funding**

PURPOSE:

The Grants & Contracts Administrator supports the process and operational aspects of the W.K. Kellogg Foundation (WKKF) grant with United Way of Central New Mexico (UWCNM) and Albuquerque Community Foundation (ACF) DEI United Initiative. Although this is a collaborative project between UWCNM and ACF the primary supervisor and term of contracted employment will be with UWCNM. The position is for 2 years, specifically for a WKKF grant project and the compensation is \$50,000 - \$57,000 per year and benefits eligible. Opportunity for continuation is dependent on additional funding. Learn more about DEI United at go.abqcf.org/dei-united.

WKKF Grant Summary:

The Small Orgs, Big Impact Fund will fund grassroots, BIPOC-led, small nonprofit organizations that intimately understand their communities, and have the trust and inherent knowledge to address the racial/ethnic gaps in health and education. The goal is to develop a grant making program that is based on trust and solidarity principles that effectively support these nonprofit organizations.

The strategic grant making areas will include educational attainment, family stability, and access to economic development in the four counties of central New Mexico (Bernalillo, Sandoval, Torrance and Valencia). ACF and UWCNM will identify and support organizations through high-impact grants so nonprofits can effectively address issues related to these areas and through their intimate knowledge of their communities and trusted relationships among the communities they serve. What makes this grant exciting is ACF and UWCNM are coming up with new ways of grantmaking and the Grants & Contracts Administrator has the chance to engage with the community on creating these new processes.

ESSENTIAL FUNCTIONAL RESPONSIBILITIES:

Grant Process Coordination and Management:

- Develop clear project plans and timelines, communicate with relevant parties, and monitor progress to meet agreed deadlines.
- Perform multi-stakeholder project management related to grantmaking; build, communicate, and execute the timeline of activities and deliverables throughout the year which produce an efficient and transparent grant allocation process.
- Work in collaboration with the leads Albuquerque Community Foundation, UWCNM, and other relevant partners to support the day-to-day functions and operations of the WKKF process.
- Assist with grant application development, evaluation, and reporting.
- Work with staff and volunteers to facilitate and improve the processes by which applications are evaluated, grants are allocated, and progress is evaluated.

Communications and Outreach:

- Provides outreach to agencies and grassroots advocates, while building relationships on behalf of UWCNM and ACF.
- Assist with site visits as needed.
- Contribute to the development of marketing materials, website, and communications related to WKKF grantmaking.
- Contribute to the annual survey of all grant panel members and applicant agencies.
- Work closely with Impact partners at ACF and UWCNM to meet goals and objectives of WKKF grant.

Internal Collaboration:

- Provide support in the form of communication, reporting, or follow-ups for the W. K. Kellogg Foundation
- Develop reports related to grant investment goals, programs, issues, clients served, etc. for publication, trainings, fundraising campaigns, and as requested.
- Provide support to the Impact partners at ACF and UWCNM as WKKF grant initiatives are developed.
- Provide support to the Impact partners at ACF and UWCNM in managing the operational aspects of the WKKF grant
- Provide support with the documentation of the grant creation process to develop a knowledgeable product for other organizations to access.

CORE COMPETENCIES:

- Active understanding and practice of Diversity, Equity, and Inclusion principles.
- Ability to work independently with minimal direction, showing initiative, creativity, self-discipline, effective time and project management skills, as well as ability to work effectively with and support UWCNM and ACF staff and volunteer teams, community leaders, donors, and other partners.
- Think critically to solve problems, and leverage challenges into opportunities.
- Make positive contributions to team culture and demonstrate respect for the perspectives and input of others, even in times of stress.
- Must be highly organized to meet deadlines and track multiple simultaneous projects, yet flexible to meet changing needs and unexpected requests.
- Demonstrate strong, effective written and oral communication skills, including concise, professional writing, and effective public speaking.
- Demonstrate flexibility and a high degree of comfort with uncertainty.
- Ability to effectively communicate with diverse audiences in groups and one-on-one.

MINIMUM REQUIREMENTS:

- Experience in grants or contract administration preferred, experience with WKKF grant experience ideal
- Knowledge of continuous quality improvement processes and methodology; demonstrated ability to research issues, prepare proposals and request for proposals, and conduct grant



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management activities; Demonstrated experience in program evaluation and outcome measurement.

- A compelling commitment to the philanthropic sector and the quality of life for residents of central New Mexico.
- Understands and contributes to the vision and missions of WKKF, ACF and UWCNM.
- Strong knowledge of Microsoft Office 365: Outlook, Word, Excel, and PowerPoint, along with significant database administration experience.

PHYSICAL REQUIREMENTS:

Standard office environment, position is primarily an office setting. Physical demands include sitting and/or standing for extended periods of time: bending, lifting, regularly moving between offices, traveling to outside meetings, regular use of telephone, copier, fax, and computer. Reliable transportation required. Job involves frequent and routinely intense public contact and concentration, including occasional early morning, evening and weekend meetings and other events.

Remote Work Opportunity

Currently UWCNM is working remotely until September 6th, where we will transition to 50% work from home and 50% on site. This policy is being reviewed as COVID-19 CDC guidance develops.

Interested applicants should submit a cover letter and resume to applicant@uwcnm.org by Friday, September 10.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.