



THE BENIDA GROUP, LLC

JOB DESCRIPTION

Job Title: Grants Manager
Reports To: Executive Director
FLSA Status: Exempt
Date Revised: August 2025

SUMMARY

Based in Buffalo Grove, IL, this hybrid position is part of a 3-person team and provides support to the Executive Director in coordinating grantmaking operations for four unique family foundations with diverse interest areas, such as human services, arts and culture, education, medical research, disaster relief, and social and environmental justice.

Under the direction of the Executive Director and assisted by the Administrative and Grants Assistant, responsibilities include design, improve, and implement grantmaking operations; project management for board meetings; ensuring grantees' compliance with grant terms and conditions; ensuring integrity of grants management database; and fulfilling the information needs of the foundations' various stakeholders such as clients and grantees.

This individual must be a highly organized, adaptable, detail oriented, multi-tasking, self-starter; with excellent written, verbal, and interpersonal skills; and discreet in handling confidential matters. The individual must possess 5+ years of database experience, preferably including nonprofit grantmaking, and implementing workflow processes and procedures.

RESPONSIBILITIES

Grants Management:

- Manage the board book production process, with the help of the Administrative and Grants Assistant.
- Oversee the due diligence process and documentation in compliance with evolving IRS and foundation-specific regulations for all grantees.
- Communicate with grant applicants on the process of proposal and report submissions, answer routine inquiries from grant seekers/grantees.
- Track and monitor grants per agreements; ensure all pre- and post-grant requirements are met; create and monitor payment and reporting schedules via monthly reports.
- Draft grant agreements, payment letters, amendments, contracts, and other correspondence.
- Generate reports, analyses, and data visualizations on grants.
- Recommend and document policies and/or procedures for special types of grants.

Information Management:

- Ensure accuracy and completeness of grants data and files, including board decisions, activities, grant agreements, contact information, coding, and other data in the database. Oversee Administrative and Grants Assistant with regards to grants data.
- Establish, maintain, and document procedures to ensure and/or improve workflow, efficiency, project management, and grants data accuracy.
- Produce grant reports and analyses to inform the Executive Director and Boards.
- Maximize efficiency and accuracy of the new grants database for all foundations, including training staff, rolling out updates, and working with Administrative and Grants Assistant to develop a database manual.
- Design, maintain and update all grantmaking forms, including correspondence and reporting templates and online grant applications.
- With support from the Administrative and Grants Assistant, handle select foundation related administrative matters such as maintaining orderly electronic files, transcribing, and distributing meeting minutes.

Program Management:

- Serve as program officer to select portions of grant applicants and grantees as assigned.
- Conduct research on various organizations and topics of interest to the foundations, report on findings through written summaries.
- Assist with education and onboarding of Next Generation Committee members as assigned.

QUALIFICATIONS

- Bachelor's Degree or higher required.
- 5+ years of experience in database management; preferably in grants management software (e.g., Blackbaud Grantmaking or Temelio) or other complex database information systems.
- 5+ years of experience in the non-profit sector, preferably grant administration.
- Highly organized, detail oriented, self-starter, with a passion for data management
- Familiarity with fundraising and grant application processes
- Proven project management, database, reporting, and analytical abilities.
- Proficiency in Excel and basic understanding of non-profit budgets.
- Excellent written, verbal, research, and interpersonal skills; Sound judgment.
- A team player; proactive, independent thinker with a flexible/adaptable approach.

EEO STATEMENT & DISCLAIMER

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ANNUAL SALARY RANGE: \$90,000 to \$115,000 depending on experience.

CONTACT: Interested applicants send resume and cover letter, to: hrdept@benida.com