

Capacity Building Associate

Position Summary

This role is key in supporting our capacity building programs, with a particular focus on grants administration. The ideal candidate will have experience in grantmaking, thrive in a fast-paced environment, and play a vital role in maintaining and improving our grantmaking processes.

As a Capacity Building Associate, you will coordinate and administer grant activities, ensure compliance, and support our team in delivering high-quality capacity building programs that strengthen nonprofit infrastructure.

Reports to: Capacity Building Director

Classification: Full-time, Exempt

Essential Job Functions

The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Serve as the main point of contact for grantee inquiries, providing technical assistance, grant compliance support, and resource referrals.
- Administer grant disbursements, invoices, and reimbursement requests, ensuring compliance and maintaining accurate records.
- Track and manage grant expenditures, agreements, deliverables, and reporting deadlines ensuring alignment with approved budgets, and alerting the team to any discrepancies.
- Maintain an accurate grantee records for reporting deadlines and communicate upcoming deadlines to relevant staff.
- Support grant-related audits by providing required documentation.
- Support the preparation and organize reports for funders, including financial and programmatic data.
- Coordinate meetings and trainings related to grant management and capacity building, including scheduling and agenda preparation.
- Assist with grant applications, proposals, and process improvements.
- Facilitate the selection of organizations for capacity building programs and track grantmaking activities in Salesforce.
- Provide administrative support across all phases of grantmaking, including onboarding new grantees and managing data.
- Collaborate with other teams to develop documents, tools, and processes for grant administration.
- Other duties as assigned to meet business needs.





Qualifications

- 2+ years of experience in customer service, grant administration, or a related field, preferably in a nonprofit setting.
- Strong skills in identifying efficiencies and documenting processes.
- Proven ability to work independently, manage deadlines, and prioritize tasks effectively.
- Expertise in project management, multitasking, and prioritization.
- Detail-oriented with a conscientious approach to work.
- Excellent communication skills with a focus on delivering top-tier customer service to diverse audiences.
- Ability to build and maintain relationships and collaborate with diverse groups.
- Commitment to diversity, equity, and inclusion in all aspects of work.
- Strong organizational and time management abilities.
- Proficiency in Microsoft Office Suite; experience with grant management software is a plus.
- Ability to work both independently and as part of a team, with a high level of accuracy and attention to detail.

Education and Other Training:

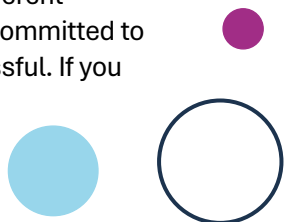
- Associate degree in Business administration, Finance, Nonprofit Management, or a related field preferred, or equivalent work experience.
- Experience in project planning, customer service, or office administration.
- Previous experience in nonprofit organizations.

We offer excellent compensation and benefits, including:

- Annual salary range of \$47,000 - \$50,000 per year depending on experience
- 32 PTO days per calendar year (prorated your first year)
- 12 personal holidays per calendar year (prorated your first year)
- Flexible work schedule in a hybrid work environment
- Health insurance
- Dental insurance
- Health savings account
- Health and dependent care flexible spending accounts
- Basic and supplemental term life insurance
- Long-term disability insurance
- Short-term disability insurance
- Other voluntary insurance benefits
- 403(b) retirement plan with employer contribution

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support to be successful. Propel operates in a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you



have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Interested candidates should send a cover letter and resume by 5pm CST Tuesday, September 24th, 2024, to hire@propelnonprofits.org. Please use the subject line "**Capacity Building Associate**".



ABOUT PROPEL NONPROFITS

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions, including the ability to link strategy, governance, and finance to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Non-profits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 35-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.

