

Manager, Community Grantmaking

Our Story

Over many decades, Conrad Prebys built an expensive real estate company and became one of the largest private owners of residential multi-family properties in San Diego County. During his later years, he generously dedicated his resources to the community through charities, donating over \$350 million before his passing in 2016. To ensure his vision extended beyond his life, (TCPF) was created to perpetuate his commitment to philanthropic endeavors in San Diego.

Now one of the largest grantmaking organizations in San Diego, The Conrad Prebys Foundation is committed to improving lives and providing opportunities for all San Diegans. Consistent with the legacy of Conrad Prebys, TCPF is dedicated to meeting community needs through impactful grantmaking and strategic initiatives in the focus areas of visual and performing arts, higher education, youth development, healthcare, and medical research. With assets over \$1 billion and grantmaking that will exceed \$50 million annually, TCPF is in the early stages of shaping its strategic trajectory and approach to impact for each of its program areas.

Leadership & Culture

The Conrad Prebys Foundation is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. TCPF is committed to creating an environment where team members can bring their full and authentic selves and are supported to prosper in work and in life. TCPF's Chief Executive Officer, Grant Oliphant, joined the team in March 2022. Grant's passion for and wide range of experience with place-based philanthropy has already begun to take the Foundation to new heights, through strategic development and a plan for significant operational growth. Reporting to the Director of Community and Arts, Erin Decker, the Manager, Community Grantmaking will join a kind and supportive team of 8 (and growing) exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for TCPF to strengthen San Diego's future.

Benefits & Features

- Salary: \$100,000 - \$120,000
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- 401(k)
- 3 weeks paid time off
- 40 hours of paid sick leave
- 11 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy including an annual home office stipend, cell phone reimbursement, and mileage
- To encourage the personal philanthropy of employees, the Foundation matches eligible charitable contributions

Location

This is a hybrid role with an office located at 1660 Hotel Circle North, Suite 710, San Diego, CA 92108. Employees work onsite for designated days, allowing for schedule adjustments as the needs of the Foundation and work assignments change.

Position Summary

The Manager, Community Grantmaking role oversees The Conrad Prebys Foundation's community grantmaking portfolio of 50-100 nonprofit partners. The Manager will work closely with the Program team to execute a comprehensive grantmaking strategy to provide unrestricted capital to critical nonprofits throughout San Diego County that are focused on visual and performing arts, healthcare, medical research, and youth development. Reporting to the Director of Community and Arts, this role will work closely with the dynamic and talented Program and Operations teams to ensure well-coordinated and thoughtfully executed portfolio management. In addition, the Manager will be a key liaison between the community and the Foundation - developing and maintaining a broad network of relationships with San Diego nonprofits and representing the Foundation at relevant events and meetings. The Manager, Community Grantmaking offers an outstanding opportunity for a humble, community-oriented leader with exceptional interpersonal skills and a passion for, and deep commitment to, improving the lives of San Diegans and to support and strengthen the Foundation's engagement with the San Diego community.

Duties & Responsibilities

Community Engagement

- Develop and maintain relationships on behalf of the Foundation with nonprofit organizations, community groups, and key stakeholders throughout San Diego.
- Identify community grantees who may be a fit for other Foundation focus areas and initiatives.
- Maintain current knowledge of, and monitor changes in, community factors and trends in the San Diego nonprofit sector that affect programmatic goals and provides guidance to the Foundation's strategy.
- Convene, facilitate, and participate in community activities as well as local collaborations, networks, and planning efforts to further community impact, and ensure TCPF has a seat at the table for conversations around its issue areas.
- Represent the Foundation in public venues and at community events, demonstrating exceptional interpersonal abilities and community leadership skills.
- Partner with the Communications Director to share community and grantee stories externally.

Portfolio Management and Resource Allocation

- In collaboration with the Foundation staff, lead the implementation and evolution of the Community Grantmaking strategy.
- Create and implement a comprehensive and collaborative Community grants process, including LOI and application development, internal and external deadlines, review and selection, communications, webinars, and policies and procedures.
- Critically assess community needs and budget constraints to best utilize resources, identifying opportunities to influence and leverage impact.
- Perform due diligence on organizations and grant proposals through site visits, review and analysis of financial data, and assessment of capacity and alignment with Foundation priorities.
- Act as a point of contact for grantees, providing support to applicants and grantees regarding grant requirements, grant status, Portal questions, reports, outstanding items, etc.

Evaluation and Management

- Assist the Director of Learning with the development and implementation of a performance management and reporting system for outcome identification, reporting, and analysis to measure the impact of the grant portfolio.
- Manage the Community Grantmaking budgeting process.
- Draft Grant Agreements and Amendments and provide support to the Grants Administrator and Program Officer, ensuring adherence to the Foundation's policies and protocols and an efficient grants management process.
- Provide support during the Foundation's contracting and payment process periods.
- Proactively engage in continuous learning and improvement related to the Foundation's grantmaking.

Background Profile

- Deep knowledge of the San Diego County community at large, and the nonprofit community specifically.
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to internal and external stakeholders/partners.
- Relationship management experience, particularly with nonprofit stakeholders, including an ability to communicate effectively, collaboratively, and diplomatically across a broad range of internal and external constituents.
- Experience in philanthropy preferred, ideally with community grantmaking, including experience with CRM and grants management databases.
- Due diligence expertise, including the ability to read and understand organizational budgets, 990s, and other nonprofit financial documents, communicate quantitative information to stakeholders and use online research and information sources.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail; initiative-taking; motivated, with a positive personality and excellent follow-through.

COVID-19 Protocols

The Conrad Prebys Foundation follows all California and San Diego regulations and ordinances related to COVID-19. Further TCPF adheres to CDC guidelines in determining in-office and onsite protocols in cases of employee exposure.

Equal Opportunity Employer

The Conrad Prebys Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

For more information or to apply, please contact:

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