



SENIOR COMMUNITY ENGAGEMENT AND IMPACT ASSOCIATE – GRANTS/INITIATIVES

Date of Last Revision: 01/08/2026

Title Group: Associate – CEI

- Supports people, a function or a group of processes within a department
- May perform pieces of complex work not included in primary duty
- Has no responsibilities for performance management of staff

Department: Community
Engagement and Impact

Reports to: Director of Grants
Management

Status: Full-time/Non-
Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire’s statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$70 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state and are governed by a highly engaged Board of Directors.

The Foundation’s purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, *Together We Thrive*, is focused on advancing equity, racial justice, and economic security. That’s because when a community can draw on the potential, strength, ingenuity, and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The community engagement and impact associate is a key member of the grants management team and provides a range of administrative support to the department.

Essential Job Functions and Responsibilities

Primary Department Support to Grant and Fund Management Practices and Procedures

- Serves as primary Foundation CEI contact for staff regarding Foundation grantmaking and direct fund expense process, procedures, along with Director of Grant Management, CEI colleagues and other Foundation departments.

- Prepares and updates documentation for CEI grantmaking and direct expense procedures for department staff.
- Provides input to and serves on teams related to the analysis, implementation, and management of department grantmaking.
- Manages, and assists with training to other CEI department staff, regarding Foundation grant process, procedures, and policies.
- Manages, and assists with training to CEI staff, in providing responses to grant and fund data needs.

Grants and Contract Support

- Supports in department grantmaking activities in the processing grants from award to payment in the Foundation's grant systems, completing the required due diligence process, gathering information to assist in grant development, and supporting applicants and grantees throughout the process.
- Serves as part of Grant Management team in responding to nonprofit and general community inquiries regarding Foundation grant and strategic initiative programs and Foundation's online grant system.
- Supports the retrieval of data from the online grant application system (GrantSource) and the grant management system (Foundant) to assist in department planning and compliance functions.
- Supports the Director of Grant Management in the development and coordination of new grantmaking policies and procedures and the effective follow-up and implementation of those policies and procedures among the department staff.
- Provides assistance and support, in collaboration with the Director of Grant Management and the Donor Engagement and Philanthropy Services department, to track contributed revenue to the Foundation's discretionary grantmaking.
- Supports department staff with post-contract activities with external consultants/vendors, including ongoing support to ensure timely contract invoice approval and payment processing and tracking expenses against the assigned funds.

Initiatives Administrative Support Partner

- Provides administrative support to department impact and engagement initiatives, as assigned. Support activities include scheduling, organizing, and preparing for internal and external meetings or events including meeting logistics, and invitations; assisting in preparation of department data information, briefing materials, and presentations, and preparing meeting notes, and follow up actions. Also, may provide additional support as needed to advance the initiative goals.
- Provides backup support for other department activities, as needed and assigned, during peak periods of time.
- Other projects and duties as assigned.

Essential Knowledge, Skills, and Attributes

- Highly organized, flexible, and efficient
- Strong communication and interpersonal skills
- Ability to draft, proofread, reformat, and compile documents, reports, spreadsheets, presentations, and other written materials to Foundation standards.
- Excellent customer service skills, including through telephone, email, or other methods of virtual communication
- Excellent judgment and ability to think critically
- Ability to work under deadline pressure
- High attention to detail and accuracy
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Ability to manage sensitive and confidential information with discretion and judgment
- Ability to make independent decisions and take initiative as appropriate
- Ability to work in teams, and to collaborate well with people from a wide variety of backgrounds and settings including policy makers, community leaders, and residents
- Ability to understand, communicate with and effectively engage with people across cultures
- Belief in the mission and purpose of the New Hampshire Charitable Foundation
- Experience with community and nonprofit work in New Hampshire a plus

Job Characteristics

- Role is expected to be in a shared office environment in Concord, NH 2 to 3 days a week. Remainder of the work time can be based in a home office. The Foundation requires all staff to be onsite at Concord Office on the first and third Tuesday of each month. Additional onsite time may be required of the role
- May require long periods of time at a computer
- Night and/or weekend work may be required
- Frequent travel in NH may be necessary; may require travel to conferences with overnight stays

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role.
- Strong skills in Microsoft Office Suite of products (Outlook, Word, Excel, PowerPoint etc.), grantmaking systems, databases, and the internet
- Experience using business intelligence and analytics tools (Excel, Power BI, etc.)
- Experience in grants policies and procedures development, compliance, and implementation of operational procedures
- Ability to quickly learn or engage with new technologies that improve efficiency and further the Foundation's mission
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state, and federal laws concerning employment
- Contributes to a safe and productive environment

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.