CAREER OPPORUNITY

Grants & Programs Coordinator

Job Description

Our Mission

The Community Foundation inspires philanthropy and serves as a catalyst and connector for community impact.

Who We Are

The Community Foundation San Luis Obispo County is a resource for local charitable giving. We envision San Luis Obispo County to be a thriving, inclusive, and equitable region supported through community generosity. Created by and for the people of San Luis Obispo County, The Community Foundation is an enduring source of charitable funds to meet the changing needs and interests of the region.

Since 1998, The Community Foundation has supported our county with grants and scholarships totaling more than $80 million. The Foundation's charitable assets under management have grown to $110 million and provide support to all aspects of our community in perpetuity.

We will make a difference by embodying our core values in all we do: collaboration, excellence, inclusion, integrity, and stewardship.

Position Overview

The Grants & Programs Coordinator provides essential administrative, logistical, and data support for The Community Foundation's grantmaking, scholarship, and community engagement programs. Working closely with the Director of Grants & Programs and the broader programs team, the Coordinator processes grants and scholarship payments, coordinates application and review cycles, maintains accurate records across internal systems, and serves as a first point of contact for grant and scholarship inquiries. The role helps ensure that donors, applicants, students, volunteers, and nonprofit partners have a responsive, accurate, and professional experience with the Foundation.

Grant Processing

- Submit processing for all grants from competitive programs, donor advised funds, designated funds, and other grant requests as needed.
- Submit processing for vendor payments as requested.
- Submit processing for scholarship payments.
- Produce award letters for all processed grants and scholarships.

Grant Program & Scholarship Support

- Provide administrative and logistical support for scholarship programs, grantmaking, and community initiatives.
- Assist with recording and editing grant and scholarship evaluator training videos.

- Coordinate scholarship application cycles, reviews, award processes, confirmations, and communications.
- Provide scholarship student support.
- Coordinate grantmaking activities, including tracking deadlines, preparing materials, and coordinating follow-up reports.
- Assist with scheduling meetings, site visits, and team-related activities.
- Support the team in recording minutes for committee meetings.
- Manage and track the annual compliance forms process for grant and scholarship volunteers.

Community Engagement & Events

- Coordinate team community engagement activities, convenings, and learning sessions; assist with event logistics, including registration, materials preparation, and follow-up.
- Support outreach and communication with nonprofit partners and community participants.

Data, Systems & Internal Coordination

- Master team platforms, including C-Suite, GLM, and SLM.
- Serve as backup for the CFSLOCO Info email inbox and as initial contact for the grants and scholarships general inboxes, triaging all inquiries as appropriate.
- Maintain accurate records in C-Suite, GLM, SLM, and other internal systems related to grants, scholarships, and community engagement.
- Coordinate data entry, tracking, and basic reporting.
- Coordinate data collection efforts.
- Assist with internal coordination across the programs team to support smooth workflows and information sharing.
- Document procedures and processes for the Grants & Programs team.
- Complete website updates for grants and programs as requested.

Other Responsibilities

- Perform other duties as assigned in support of the Foundation's mission and goals.

Qualifications

- 1–2 years of relevant experience in nonprofit administration, programs, communications, or a related field.
- Strong organizational skills and attention to detail.
- Clear written and verbal communication skills.
- Comfort managing multiple tasks and deadlines.
- Interest in philanthropy, nonprofit work, or community engagement preferred.
- Familiarity with basic communications tools (e.g., Word, email platforms, content management systems) a plus.

Core Competencies

- Demonstrates strong organizational skills and reliability in completing tasks accurately and on time.
- Communicates clearly and professionally; coordinates information and content effectively across teams.

- Works well with colleagues across departments and supports shared goals.
- Maintains accurate records and ensures information shared internally and externally is correct.
- Demonstrates curiosity, adaptability, and willingness to learn new systems and processes.
- Approaches work with responsiveness, professionalism, and a commitment to supporting donors, applicants, and community partners.

Working Conditions

- Occasional evening or weekend events.
- Local travel within San Luis Obispo County.

The Community Foundation offers a competitive compensation and benefits package designed to support the health, financial security, and well-being of our team.

- Pay & Hours: Full-time (40 Hours per Week) | $28.00–$31.00 per Hour
- 100% employer-paid employee healthcare coverage, plus vision and dental
- Two weeks of paid vacation, increasing to three weeks after year two
- 3% automatic employer contribution to the 401(k) plan after year one
- 12 paid holidays
- 2 floating holidays
- 2 wellness day
- 1 birthday-month floating holiday
- Quarterly gas and home equipment stipend

The Community Foundation San Luis Obispo County is an equal-opportunity employer. We encourage applications from individuals of all backgrounds and experiences.

To apply please submit cover letter and resume to jobs@cfsloco.org. All applications and letters of interest are handled with compete confidentiality.