

**Grants & Operations Associate**  
**R. Howard Dobbs Foundation**  
Salary: \$80,000 - \$85,000



### **About the R. Howard Dobbs Foundation**

The R. Howard Dobbs, Jr. Foundation improves the lives of Georgians by supporting educational opportunities, improving access to health services, and advancing environmental stewardship. Founded in 1959, the Foundation is grounded in core values of service, friendship, collaboration, consensus, innovation, empathetic partnership, and leadership.

With assets of \$60 million and annual grantmaking totaling approximately \$2.5 million, the Foundation supports three interest areas in Georgia's urban, suburban, and rural communities. The Foundation's primary focus is supporting low-income residents and families, with each interest area strategically grounded in principles of equity in order to support Georgia's most underserved and underrepresented populations.

- **Education:** Strengthen teaching and learning in public K-12 districts.
- **Health:** Expand access to basic health services including primary, behavioral, oral, and vision through evidence-based approaches.
- **Environment:** Invest in a culture of equitable conservation across Georgia.

In addition to the Foundation's grantmaking, the [Dobbs Fund](#), a donor advised fund at the Community Foundation for Greater Atlanta, develops the family's rising generations' leadership capacity with grantmaking opportunities and matching grants for next generation family members, culminating with an annual summer retreat open to all members of the Dobbs family.

The Foundation has a two-person staff and is guided by a collegial and collaborative ten-member Board of Trustees composed of members of the third generation of Mr. Dobbs' family and community members representing valuable issue area expertise. The Foundation's offices are co-located in downtown Atlanta in partnership with the Tull Charitable Foundation and the Sartain Lanier Family Foundation. Learn more at [www.dobbsfoundation.org](http://www.dobbsfoundation.org).

### **Position Summary**

The Grants & Operations Associate supports the Foundation's grants management processes, ensures financial compliance, and improves operational efficiency. This role is essential to maintaining strong financial stewardship, streamlining internal processes, and providing insights to enhance the foundation's impact. This position reports to the President.

Key Responsibilities include:

#### **Grants Management**

- Oversee full grant lifecycle, from initial application review to grant disbursement and reporting.

- Support the President in managing trustees' discretionary grantmaking, including maintaining a calendar with reminders to complete requests and recording discretionary grants in the database.
- Maintain and optimize the Giving Data grants management system to ensure accurate recordkeeping and streamline processes.
- Support the President to comply with IRS regulations and Foundation policies.
- Serve as the primary point of contact for all questions related to application processes, proposal status, payments, contact updates, reporting requirements, and other grant-related inquiries.
- Develop, document, and refine grantmaking policies, templates, and workflows to enhance efficiency.

### **Operations & Administration**

- Manage and support IT tools, office systems, and vendor relationships to support the Foundation's operational needs.
- Maintain the Foundation's governance calendar and coordinate trustee meetings, including all logistics, travel arrangements, material development, and distribution, and minutes for monthly program committee quarterly board meetings and annual trustee retreats.
- Prepare quarterly board meeting materials and oversee meeting logistics.
- Organize annual events and internal convenings for the Foundation, including providing logistical support for Dobbs Fund activities and retreats.
- Lead the creation and implementation of standard operating procedures to ensure timely and efficient completion of administrative activities.
- Provide scheduling and meeting support to the President on an as-needed basis.

### **Finance & Budgeting**

- Work with external accounting teams to process grants and track expenditures.
- Support the President with managing the annual budgeting process to align funding priorities with grantmaking strategy.
- Monitor cash flow, budget variances, and financial reporting for grant payouts.
- Ensure compliance with tax filings, financial audits, and internal controls.

### **Grant Analysis & Insights**

- Analyze grant data to assess impact and prepare reports to inform strategic decision-making.
- With the President, create innovation assessment opportunities to measure and communicate the Foundation's impact among trustees, partners, and grantees.
- Contribute to internal learning efforts by tracking key insights from grantees and sector developments.
- Stay informed on emerging trends in philanthropic operations, grantmaking best practices, and nonprofit finance.
- Attend sector-wide webinars and in-person meetings and participate in leadership and professional development activities.

## **Qualifications & Skills**

- Passion for the Foundation's mission and alignment with its values.
- At least 5 years of experience in nonprofits, philanthropy, or related fields.
- Demonstrated knowledge of nonprofit finance, grants management and compliance, IRS regulations, and financial reporting.
- Personal attributes such as emotional intelligence, integrity, empathy, maturity, critical thinking, patience, and a sense of humor.
- Strong interpersonal and relationship-building skills
- Experience with efficient use of technology to improve operations.
- Technology proficiency with databases, (Giving Data grants management), financial tools (QuickBooks), and office tools like Word, Excel, Outlook, and PowerPoint.
- Strong research and analytical skills.
- Excellent organizational and project management abilities.
- Ability to analyze and interpret financial data, reports, and budgets.
- Strong written and verbal communication skills; comfort collaborating with trustees, grantees, and foundation leadership.

## **Compensation & Benefits**

Starting Salary: \$80,000- \$85,000, with a full benefits package that includes:

- Health, Dental, and Vision Coverage, plus Life Insurance
- 11% Retirement Match
- Paid Time Off, including Sick, Holiday, and Vacation Leave
- Parental Leave
- Professional Development Opportunities

## **Working Location**

The Foundation's offices are in downtown Atlanta, GA and may involve some travel (15%).

## **Application Process**

The Foundation is conducting this search in partnership with Good Insight, a national executive search firm serving nonprofits, foundations, and associations. Interested applicants should upload a resume and a detailed cover letter that describes their qualifications to [good-insight.org/careers](http://good-insight.org/careers).

Early applications are encouraged due to the pace of the search. For best consideration, please apply no later than mid-March. Direct confidential inquiries to Carlyn Madden and Tej Pkle at [DobbsFoundation@good-insight.org](mailto:DobbsFoundation@good-insight.org).

## **Equal Opportunity Employer**

The R. Howard Dobbs, Jr. Foundation provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability, and any other protections allowed for by state and federal law.