Grants & Donor Services Manager

Catholic Community Foundation of Mid-Michigan
Full-Time | Monday–Friday | Benefits |

About the Position

The Catholic Community Foundation of Mid-Michigan is seeking an organized, personable, and detail-oriented professional to join our team as **Grants & Donor Services Manager**.

This position plays an important role in serving our donors, parishes, schools, scholarship recipients, grantees, and other community partners. The Manager oversees the day-to-day administration of the Foundation's scholarships, grants, and donor records while helping ensure that donors and partners receive exceptional service.

This is not an IT or computer programming position. We are looking for someone who is comfortable working with database and CRM software as part of their daily work, but equally important is the ability to work with people, manage details, communicate effectively, and provide excellent service.

What You'll Do

- Manage the administration and recordkeeping of scholarships and grants.
- Maintain accurate donor, fund, gift, and constituent information in the Foundation's databases.
- Assist donors, fundholders, scholarship applicants, grantees, parishes, schools, and other Foundation partners.
- Prepare reports, correspondence, donor lists, fund information, and other materials.
- Coordinate scholarship and grant application and award processes.
- Support donor stewardship, fundraising, and development activities.
- Track donor relationships, gifts, communications, and follow-up activities.
- Work with Foundation staff to ensure accurate processing and documentation of fund distributions.
- Help coordinate committee meetings, donor activities, scholarships, grants, and stewardship events.
- Use Foundation software and technology to make our work more efficient and provide accurate information to staff and leadership.

Who We're Looking For

The successful candidate will be someone who:

- Is highly organized and enjoys managing details and multiple projects.
- Enjoys working with people and providing excellent customer service.
- Is comfortable learning and using database, CRM, and financial software.

- Has strong written and verbal communication skills.
- Is proficient with Microsoft Office, particularly Excel and Word.
- Handles confidential financial and donor information with discretion.
- Can work independently while also being a collaborative member of a small team.
- Has an interest in philanthropy, charitable giving, nonprofit service, or community impact.
- Is comfortable working in and supporting the mission and values of a Catholic organization.

Experience

A bachelor's degree is preferred but **relevant professional experience will also be considered**.

Experience in one or more of the following areas would be especially valuable:

Nonprofit or foundation administration • donor relations • fundraising/development • grants or scholarships • database/CRM administration • customer or client service • office or business administration

Experience with CommunitySuite, Foundant, BoardEffect, or similar systems is helpful **but not required. We will train the right candidate.**

Benefits

The Foundation offers a competitive salary based on experience, excellent insurance benefits through the Michigan Catholic Conference, and generous vacation and sick leave.

About the Catholic Community Foundation of Mid-Michigan

The Catholic Community Foundation of Mid-Michigan works with individuals, families, parishes, schools, and organizations to encourage charitable giving and provide responsible stewardship of gifts that strengthen Catholic ministries and our communities for generations to come.

How to Apply: Please submit a cover letter, resume, references and salary expectations to grace.giroux@ccfmm.org. Position is open until filled.