



Job Title: Grants & Donor Services Officer

Status: Full-Time, Exempt (Salaried)

Location: Gettysburg, PA |

Reports to: President & CEO

About the Adams County Community Foundation

The Adams County Community Foundation promotes and facilitates charitable giving throughout Adams County, Pennsylvania. With more than \$32 million granted to nonprofits, students, and local initiatives—including one of the nation's largest annual days of giving, The Giving Spree—our work is grounded in community engagement, donor partnership, and impactful philanthropy.

We're seeking a mission-driven, detail-oriented professional to join our team as a Grants & Donor Services Officer. This team member will oversee the administration and execution of key grantmaking programs and serve as a trusted liaison for donors, fund advisors, and nonprofits.

Position Summary

The Grants & Donor Services Officer is responsible for the full cycle of grants management—from application intake through compliance and reporting. This role is central to ensuring that all grantmaking activities are accurate, timely, aligned with donor intent, and compliant with legal and policy guidelines. The Officer also plays a critical role in stewarding relationships with donors and fundholders, helping them achieve their philanthropic goals.

Key Responsibilities

Grants Management

- Oversee day-to-day grantmaking operations, ensuring grants are authorized and awarded accurately and on time.
- Partner with administrative staff grants committees to manage internal and external grant cycles.
- Manage the reporting process for grants, including data entry, analysis, and dissemination.

Donor Services

- Serve as a point of contact for donor inquiries related to grants and charitable funds.
- Provide customized, high-quality support to donors and fund advisors regarding their grantmaking.
- Support efforts to enhance donor engagement and satisfaction.

Legal, Compliance, and Best Practices

- Ensure all grant activity complies with IRS guidelines, donor agreements, and community foundation national standards and policies.
- Monitor and recommend updates to grantmaking policies to reflect current regulations and best practices in philanthropy.
- Maintain strict confidentiality and act as a responsible steward of sensitive information.

Data & Systems Management

- Maintain integrity of data in grants management systems; ensure consistency and accuracy across platforms.
- Evaluate and implement technologies to improve the efficiency and impact of grantmaking.
- Lead ongoing improvements to grantmaking processes and systems.

Collaboration and Leadership

- Work closely with the CEO and staff to ensure donor intent is met with every grant.
- Collaborate across teams to align grantmaking strategies with organizational goals and community needs.
- Represent the Community Foundation at meetings, site visits, and community events as needed.

Qualifications**Education & Experience**

- Minimum 3 years of professional experience in grants management, preferably within a nonprofit or philanthropic setting.
- High school diploma or GED required; additional education or relevant certifications preferred.
- Experience with relational databases.

Skills & Competencies

- Strong organizational skills with keen attention to detail.
- Exceptional written and verbal communication skills.
- Customer service mindset with the ability to build trusted relationships with diverse stakeholders.
- Demonstrated understanding of nonprofit sector and community-based grantmaking.
- Proficient in Microsoft Office Suite; strong Excel skills required.
- Familiarity with IRS regulations governing charitable contributions and grantmaking.

Personal Attributes

- Self-motivated and results-oriented.
- Ethical, honest, and committed to confidentiality.
- Collaborative and adaptable with a service-oriented mindset.
- Comfortable working both independently and in a team environment.
- Demonstrated commitment to equity, diversity, and inclusion.

Compensation & Benefits

This is a full-time, salaried position. Salary will be commensurate with experience and qualifications. The Community Foundation offers a competitive benefits package including:

- Employer-supported health insurance
- 403(b) retirement plan
- Generous paid time off (including holidays)
- Professional development opportunities

How to Apply

To apply, please submit a cover letter, resume, and salary requirements by email to rserpe@adamscountycf.org with the subject line: Grants & Donor Services Officer. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Statement

The Adams County Community Foundation is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment and do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected status.