

The Motorola Solutions Foundation is the charitable and philanthropic arm of Motorola Solutions, originally founded in 1953. With employees located around the globe, Motorola Solutions seeks to benefit the communities where it operates. The foundation achieves this by making strategic grants, investing in employee volunteerism and giving, and managing business contributions.

**Job Description:**

The Grants Administrator contractor is a critical temporary role at Motorola Solutions Foundation. The contractor will contribute to supporting and reporting Motorola Solutions Foundation grantmaking activities. The consultant will also be responsible for the maintenance of accurate grant records in various grants management tools, including CyberGrants and Google Sheets.

It is preferred that the contractor work at Motorola Solutions Foundation offices in Chicago. The contractor is expected to be in frequent contact with Motorola Solutions Foundation staff, and will report to the Motorola Solutions Foundation Manager of Evaluation & Grantmaking.

**Key Responsibilities:**

- Review and provide insights on approximately 100+ grant applications
- Provide grant funding recommendations based on established criteria on approximately 100 grant applications
- Schedule follow-up calls with organizations and/or MSI employees as needed
- Support internal grant review committee members by attending, recording and guiding team grant discussions (approximately 20 discussions)
- Support development of final grants dashboards for key stakeholders
- Assist with grant approvals and declines process via data entry in grants management database
- Follow-up with internal grant review committee members on final grant recommendations and other pertinent information (shared responsibility for up to 50 committees)
- Ensure appropriate grantee documentation is submitted and filed with the Foundation including grant amount, program restrictions, and grant award agreement information. (estimated 250 grants)
- Manage grantmaking database including updated grantee contact information
- Work with Foundation team members to identify impactful volunteer opportunities
- Develop grantee stories for internal and external promotion
- Help create standard grant report template for sales teams and other internal audiences

**Specific Knowledge/Skills:**

- Experience with grants programming, specifically in reviewing applications
- At least two years in non-profit development, grants administration, or corporate contributions experience, specifically in database support
- Proficient in Microsoft Excel and use of CRM database, preferably CyberGrants

Email resumes to [foundation@motorolasolutions.com](mailto:foundation@motorolasolutions.com)