

# Survey Position Grids

EXECUTIVE MANAGEMENT	Family  Level	Program				Knowledge					Data and Analytics
		Program 100	Program - Grantmaking and Community Outreach 110	Program / Project Management 140	Grants Management 200	Public Policy 210	Evaluation 225	Research 250	Library 255	Knowledge Management / Learning 260	Data and Analytics 265
10 Chief Executive Officer 20 Chief Operating Officer	<b>Brief Job Family Descriptions</b>	Develops, implements, coordinates and adjusts the foundation's grantmaking strategies and activities to ensure achievement of the established mission and goals.	Combines grantmaking with relationship building to identify and evaluate fundable programs and the community leaders who can champion programs after funding.	Manages, tracks and coordinates program activities, including planning, scheduling and budgeting to ensure alignment with strategic vision of organization and compliance with budget and guidelines.	Administers the grant cycle, including the application, approval, distribution and evaluation process. Grants management activities include research, structure, administration, compliance and review.	Develops, manages and implements the foundation's public policy initiatives to advance policies at the state and/or federal level. The policy function engages policy makers and influences policy through communications and outreach.	Plans, manages and performs analyses to assess the effectiveness of foundation programs and initiatives. Develops recommendations based on evaluations.	Conceives of, plans and conducts research to inform the foundation's grantmaking strategies.	Develops, organizes, maintains and enhances the organization's content and digital asset archives.	Assesses, develops and implements organization, department and individual training plans and programs to engage and develop the foundation's human resources and, if applicable, the foundation's knowledge management systems.	The data and analytics function develops and executes the organization's research and analytics capabilities.
	<b>Top</b>	10010 Top Program Position (Single Incumbent) 10011 Top Program Position (Multiple Incumbents)			20010 Top Grants Mgmt Position	21010 Top Public Policy Position	22510 Top Evaluation Position	25010 Top Research Position		26010 Chief Learning Officer	
	<b>Program Leadership</b> <b>Director</b>	10014 Program Director			20014 Director, Grants	21014 Director, Public Policy				26014 Director, Knowledge Mgmt / Learning	
	<b>Senior Officer</b> <b>Senior Manager</b>	10015 Sr Program Officer - Grantmaking / Initiatives	11015 Sr Program Officer - Grantmaking / Community Outreach			21015 Sr Program Officer, Public Policy	22515 Senior Evaluation Officer				26515 Senior Manager, Data and Analytics
	<b>Officer</b> <b>Manager</b>	10016 Program Officer - Grantmaking / Initiatives	11016 Program Officer - Grantmaking / Community Outreach		20016 Manager, Grants	21016 Program Officer, Public Policy	22516 Evaluation Officer	25016 Research Officer		26016 Manager, Knowledge Mgmt / Learning	
	<b>Senior Individual Contributor</b>	10024 Senior Program Associate		14024 Senior Program / Project Manager	20024 Senior Grants Mgmt Associate						
	<b>Individual Contributor</b>	10025 Program Associate		14025 Program / Project Manager	20025 Grants Mgmt Associate	21025 Public Policy Associate	22525 Evaluation Associate	25025 Research Associate	25525 Librarian	26025 Knowledge Mgmt / Learning Specialist	26525 Data and Analytics Analyst
	<b>Junior Individual Contributor</b>										
	<b>Coordinator</b>	10027 Senior Program Assistant									
	<b>Assistant</b>	10028 Program Assistant			20028 Grants Mgmt Assistant			25028 Research Assistant			

# Survey Position Grids

Family  Level	Communications				Convenings and Events		Investment		
	Communications 270	Writing / Editing 272	Multimedia Production 275	Website 280	Convening / Event Planning 300	Audio / Visual Engineering 350	Investment Management 400	Investment Accounting 450	Social Investments 460
<b>Brief Job Family Descriptions</b>	Develops and communicates the foundation's desired image and messaging to stakeholders, including the press, grantees, the public and staff.	The writing / editing function develops and edits written content to support the foundation's mission and operations.	Develops long and short form multimedia content for distribution across multiple digital distribution channels. Creates multimedia to meet messaging objectives. Produces and optimizes content for different channels.	Maintains and enhances the foundation's website, including developing the design and technical functionality, managing content and ensuring secure and uninterrupted operation.	Plans, develops and organizes public, private and/or online meetings, events, conferences, seminars or convenings that promote the foundation's mission and engage audiences.	Sets up and operates audio and video equipment at events, conferences, seminars and meetings. Maintains, upgrades and troubleshoots technology and equipment.	Develops, implements and monitors investment policy and asset allocation decisions to preserve and grow the assets of the foundation. Monitors and evaluates economic markets and portfolio performance.	Provides financial accounting and reporting for the foundation's investment portfolio. Activities include tracking investments, ensuring accuracy and compliance of investment activities and may include tax reporting for the foundation's investment portfolio.	Identifies, structures and implements social investments (e.g., program-related investments (PRIs), mission-related investments (MRIs)) with entities that advance the foundation's mission.
<b>Top</b>	27010 Top Communications Position						40010 Top Investment Position		
<b>Program Leadership</b> <b>Director</b>	27014 Director, Communications				30014 Director, Convening / Event Planning		40014 Director, Investment Management	45014 Director, Investment Accounting	46014 Director, Social Investments
<b>Senior Officer</b> <b>Senior Manager</b>	27015 Senior Communications Officer								
<b>Officer</b> <b>Manager</b>	27016 Communications Officer			28016 Manager, Website	30016 Manager, Convening / Event Planning		40016 Investment Officer		46016 Social Investments Officer
<b>Senior Individual Contributor</b>		27224 Sr Writer / Editor	27524 Multimedia Producer		30024 Senior Meeting Planner		40024 Senior Investment Analyst	45024 Senior Investment Accountant	46024 Senior Social Investments Analyst
<b>Individual Contributor</b>	27025 Communications Associate	27225 Writer / Editor		28025 Website Editor	30025 Meeting Planner	35025 Audio / Visual Engineer	40025 Investment Analyst	45025 Investment Accountant	46025 Social Investments Analyst
<b>Junior Individual Contributor</b>									
<b>Coordinator</b>					30027 Setup Coordinator				
<b>Assistant</b>	27028 Communications Assistant								

# Survey Position Grids

Family  Level	General and Administrative					
	Office of the CEO 490	Finance / Accounting 500	Financial Analysis 510	Tax 520	Payroll 530	Legal 550
<b>Brief Job Family Descriptions</b>	Drives and implements the CEO's goals, initiatives, and long-range plans through project management, information sharing, influencing, relationship stewardship and other support.	Oversees and executes financial and accounting operations of the organization, including financial analysis, reporting, accounting, tax and regulatory compliance. Ensures compliance with generally accepted accounting principles. May include investment management or administrative oversight.	Conducts forecasting, planning and budgeting. Reports on variances and updates forecasts and models. Supports planning and decision making with financial modeling.	Manages tax strategy, completes tax filings and ensures the organization remains in compliance with I.R.S. regulations.	Performs payroll and related functions, ensuring the disbursement of payroll, payroll taxes and employee benefit payments in compliance with laws and regulations. Prepares payroll and related reports.	Protects the ordinary and special interests and activities of the foundation. Ensures regulatory compliance and best practices. Drafts and reviews agreements and contracts.
<b>Top</b>	49010 Chief of Staff	50010.1 CFO, with Admin 50010.2 CFO, with Investment Mgmt 50010.3 CFO, Finance and Acctng Only				55010 Top Legal Position
<b>Program Leadership</b>  Director		50014 Director, Finance				55014 Associate General Counsel
<b>Senior Officer</b>  Senior Manager		50015 Controller				
<b>Officer</b>  Manager		50016 Manager, Accounting		52016 Manager, Tax	53016 Manager, Payroll	55016 Staff Counsel / Attorney
<b>Senior Individual Contributor</b>	49024.1 Special Asst to CEO 49024.2 Board Liaison	50024 Senior Accountant	51024 Senior Financial Analyst	52024 Tax Officer		
<b>Individual Contributor</b>		50025 Accountant	51025 Financial Analyst			55025 Paralegal
<b>Junior Individual Contributor</b>						
<b>Coordinator</b>					53027 Payroll Specialist	
<b>Assistant</b>		50028 Accounting Assistant				

# Survey Position Grids

Family  Level	General and Administrative (Continued)					
	Human Resources 575	Diversity, Equity and Inclusion 580	Compensation and Benefits 585	Administration 700	Facilities 750	Project Management 760
<b>Brief Job Family Descriptions</b>	Develops and implements programs to attract and retain employees and develop the professional growth and productivity of employees. Ensures that the organization incorporates best practices and operates in compliance with regulatory entities.	Develops, administers and monitors strategies, programs and initiatives to achieve a diverse, equitable and inclusive environment within the foundation, as well as in communities or entities being served.	Develops and administers policies, programs and processes for pay, rewards and benefits.	Plans for and ensures that staff, equipment, supplies and other resources are managed and allocated effectively.	Plans, maintains and improves the physical facility and grounds, including buildings, utilities, equipment, machinery and other physical infrastructure. Accountable for the safety and security of structures and premises. Plans and manages renovations and facility improvements. Assists with arranging facilities for meetings, events and convenings.	Coordinates the work of multi-disciplinary teams on cross-foundation projects from inception through timely completion.
<b>Top</b>	57510 Top Human Resources Position			70010 Top Administration Position		
<b>Program Leadership</b>  <b>Director</b>	57514 Director, Human Resources	58014 Director, Diversity, Equity and Inclusion		70014 Director, Office Services	75014 Director, Facilities	
<b>Senior Officer</b>  <b>Senior Manager</b>		58015 Senior Manager, Diversity, Equity and Inclusion				
<b>Officer</b>  <b>Manager</b>	57516 Manager, Human Resources	58016 Manager, Diversity, Equity and Inclusion	58516 Manager, Compensation and Benefits	70016 Manager, Office Services	75016 Manager, Facilities	
<b>Senior Individual Contributor</b>	57524 Senior Human Resources Specialist		58524 Senior Compensation and Benefits Analyst		75024 Chief Facilities Engineer	
<b>Individual Contributor</b>	57525 Human Resources Specialist	58025 Diversity, Equity and Inclusion Specialist		70025 Office Manager	75025 Facilities Engineer	76025 Project Manager
<b>Junior Individual Contributor</b>						
<b>Coordinator</b>	57527 Human Resources Coordinator			70027.1 Exec Asst to CEO 70027.2 Exec Asst to Senior Exec Position 70027.3 Administrative Asst		
<b>Assistant</b>				70028 Office Assistant	75028 Receptionist	

# Survey Position Grids

Family  Level	Technology					Community Foundations				
	Information Technology 800	System Administration 820	Business Systems Analysis 830	Information Technology Project Management 840	CRM Administrator 905	Development 920	Donor Services 930	Events 935	Scholarship 940	Gift Planning 945
<b>Brief Job Family Descriptions</b>	Manages, maintains and upgrades the technology infrastructure of the organization. Ensures the security and integrity of organization's information systems, storage and connectivity.	Configures, installs, upgrades, maintains and troubleshoots hardware and software infrastructure to ensure the reliability and performance of the organization's technology systems.	Analyzes business user requirements and translates them into specifications for information technology software engineers to develop information technology solutions and systems.	Plans, manages and tracks information technology initiatives to ensure that projects meet objectives.	Ensures the integrity and accessibility of the organization's contact database. Configures CRM and its reports to meet the information needs of users. Trains and provides technical support to users. Troubleshoots technical problems.	Develops, manages, implements and coordinates strategies for gift prospecting and donor stewardship. Grows the community foundation's assets by obtaining new gifts and donor funds through relationship building and management.	Provides high-quality, efficient and responsive client service support and stewardship.	Plans, manages, produces and organizes public, private and/or online events that promote the community foundation's mission and engage audiences.	Develops, manages and implements the community foundation's scholarship programs, including application development, processing, evaluation, award distribution and compliance with federal requirements and donor criteria.	Develops, manages and implements strategies to attract prospective major, planned and legacy donors to fulfill the community foundation's philanthropic and financial goals.
<b>Top</b>	80010 Top IT Position					92010 Top Development Position	93010 Top Donor Services Position			
<b>Program Leadership</b> <b>Director</b>	80014 Director, IT					92014 Director, Development	93014 Director, Donor Services	93514 Director, Events	94014 Director, Scholarship	94514 Director, Gift Planning
<b>Senior Officer</b> <b>Senior Manager</b>	80015 Senior Manager, IT									
<b>Officer</b> <b>Manager</b>	80016 Manager, IT					92016 Manager, Development	93016 Manager, Donor Services	93516 Manager, Events	94016 Manager, Scholarship	
<b>Senior Individual Contributor</b>			83024 Senior Business Systems Analyst			92024 Senior Development Associate	93024 Senior Donor Services Advisor			
<b>Individual Contributor</b>	80025 Network Engineer	82025 Systems Administrator	83025 Business Systems Analyst	84025 IT Project Manager	90525 CRM Administrator	92025 Development Associate	93025 Donor Services Advisor	93525 Events Associate	94025 Scholarship Associate	
<b>Junior Individual Contributor</b>										
<b>Coordinator</b>	80027 Technical Support Specialist							93527 Events Coordinator		
<b>Assistant</b>	80028 Technical Support Assistant					92028 Development Assistant	93028 Donor Services Assistant		94028 Scholarship Assistant	