

JAMIE MELIUS

GRANTMAKING PROFESSIONAL

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EDUCATION

Master of Arts, Nonprofit Arts & Cultural Management

Thesis: *Rural Arts Nonprofits and Urban Funders*

Bachelor of Arts, Anthropology

Thesis: *Female Criminalization and America's Reformation Attempt, 1856-1936*

Note: Names and locations of universities and dates of programs have been removed in the interest of reducing bias.

SKILLS

Grant lifecycle oversight

Programmatic consultation

Compliance & due diligence

Cross-functional collaboration

Training and coaching

Written content creation

Project timeline management

System/Platform administration

Workshopping and facilitation

PROFILE

Philanthropy professional with passion and drive to affect change through the facilitation of innovative and imaginative funding. With expertise in grants management, programmatic consultation, systems administration, philanthropy operations, and cross-stakeholder collaboration, I help funders work smart to execute effective solutions for maximum social impact.

PROFESSIONAL EXPERIENCE

MID ATLANTIC ARTS | Regional | 2023 - present

Grants Manager

Curate grantmaking cycles for 12 regional and national programs that support individual artists and arts organizations, while providing critical cross-functional support to a growing and changing organization.

- In 19 months, awarded 900+ grants across 12 programs, managing entire due diligence review, contract drafting and executing, internal policy adherence, eligibility
- Managed complex intermingling of funding sources (federal and private) with nuanced conditions (federal requirements, private foundation terms and conditions, unrestricted funding)
- Managed the transition from a 1-person grants management team to a 2-person team, supervising a grants associate
- Designed, built, and implemented applications, agreements, and reports
- Oversaw the transfer of grant programs from old GMS to SmartSimple
- Analyzed final report data for evaluation purposes, and reported on a cyclical basis to federal funders
- Championed and led organizational efforts in evaluation, monitoring, and learning
- Led cross-functional initiative for defining and documenting entire grantmaking process, from program design, through design and build of applications, through building adjudication structures and tools, through proposals of awards to board, through awarding processes, and through post-award matters such as report collection and approval and closure of grants

URGENT ACTION FUND | Global | 2022 - present

Grants Coordinator

Facilitate rapid-response grantmaking (approximately \$2.4 million annually) through management of grantmaking workflows through the grants management system (Salesforce), complex due diligence and compliance for domestic and international grantmaking (including sanctioned countries), and data integrity monitoring, all while navigating language barriers, international finance, and ASAP-style grantmaking.

- Monitor grant workflow from application receipt, through approval and distribution, to final report receipt and grant closure.
- Conduct thorough and detailed due diligence work throughout the grantmaking process, including multiple internal audit points and compliance checks.
- Interface daily with internal and external audiences around grantmaking policies and procedures, as well as compliance requirements.
- Collaborate with program and MEL colleagues around how to tell funding stories by ensuring accurate data collection and management integrity.

EXPERTISE

Microsoft Excel (Expert)

Microsoft Word (Expert)

Microsoft PowerPoint (Expert)

Microsoft Publisher (Expert)

Microsoft OneNote (Expert)

Microsoft Outlook (Expert)

Adobe Acrobat Pro (Expert)

Fluxx and SmartSimple (Expert)

Salesforce (Intermediate-Expert)

NONPROFIT EXPERIENCE

Americans of Conscience

Editorial Volunteer
2023-present

Women's Prison Book Project

Volunteer
2015-present

Upper Midwest Great Dane Rescue

MN, WI, ND, SD, & IA
Board Secretary
2016-2018

SteppingStone Theatre

Saint Paul, MN
Fund Development Resident
2016-2017

OTHER EXPERIENCE

PEAK Grantmaking

LGBTQ+ Caucus (national)
Co-Chair
2024-present

**Emerging Practitioners in
Philanthropy**

Minnesota Chapter
Steering Committee Co-Chair
2019-2021

PROFESSIONAL EXPERIENCE (continued)

MARGARET A. CARGILL PHILANTHROPIES | Eden Prairie, MN | 2019 - 2021
Grants Management Associate

Facilitated multi-year grantmaking (approximately \$260 million annually) through the operationalization of new and existing policies and procedures, daily management of the grants management system (Fluxx), and extensive consultation with program and cross-functional teams on the logistics of implementing and continually improving strategies.

- Managed grants from start to close, including processing payments and return of funds, monitoring applications and reports, and managing complex changes to grant agreements and project budgets such as no-cost extensions.
- Monitored Fluxx performance and performed admin-level maintenance as needed; regularly created and tested new features, workflows, dashboards, and bug repairs.
- Worked collaboratively on the development and maintenance of grant administration policies and procedures, creating efficiencies and reducing administrative burden for both staff and grantees.
- Managed department's documentation efforts: staff and grantee system user guides, grantmaking process guides, and program policy documents. Created written training content for internal and external-facing audiences consistent in tone, accuracy, and digestibility. Regularly led trainings (individual, small group, and large group) in multiple formats (in person, virtual).
- Generated board reports with a keen eye toward accuracy and visual appeal.
- Front-line championing of increasing equitable grantmaking practices; for example, in response to COVID-19, rapid and significant changes to existing grant agreements and to application forms were necessary, requiring bold policy and practice shifts, substantial changes to Fluxx, and consistent reinforcement for staff via trainings and listening sessions. This involved working with all levels of staff and a distinct ability to move fluidly between detailed system work and broad strategy and practice.

MARGARET A. CARGILL PHILANTHROPIES | Eden Prairie, MN | 2017 - 2019
Administrative Specialist, Human Resources and Communications

Supported Director of Human Resources and Administration and Director of Communications with schedule management, meeting management, and cross-functional collaboration.

- Developed and maintained procedural SOPs in areas such as recruitment, onboarding, and separation, as well as benefits programs such as Service Awards.
- Managed projects affecting multiple departments from start to finish with effective relationship management.