

Michelle L. Greanias

KEY QUALIFICATIONS

- Expert in corporate and private foundation grantmaking and grants management
- Adept at planning, implementing, and evaluating grant and employee volunteer programs
- Experienced in operations management, including strategic planning, budgeting, procurement, contracting, and insurance procedures and issues
- Skilled in personnel management and development

WORK EXPERIENCE

Grants Managers Network, Inc. (Washington, D.C.)

Executive Director (2008 – present)

- Execute the strategic plan, including management of Project Streamline, a collaborative of eight grantmaking and grantseeking organizations working to improve grant application, monitoring, and reporting practices
- Serve as the organization's primary spokesperson
- Ensure the ongoing delivery of quality services to GMN's members
- Establish and implement organizational policies and procedures
- Raise sufficient funds to support the organization's activities
- Manage all other aspects of GMN's operations

Consultant (Washington, D.C.)

- Designed grants management processes and implemented technology to support them for corporate, private foundation, and government clients
- Designed and delivered grantmaking training to corporate and private foundation staff
- Developed reports and other materials to help clients communicate their grantmaking to internal and external audiences

Fannie Mae Foundation (Washington, D.C.)

Managing Director, Grants, Loans, and Procurement (2004 – 2007)

Managing Director, Grants Management (2003 – 2004)

Director, Grants Management (1997 – 2003)

Manager, Grants Administration (1996 – 1997)

Grantmaking

- Analyzed the business plans and financial and organizational health and management of applicants to select competitive proposals for funding consideration
- Reviewed all interim and final grant reports, evaluating grantee accomplishments against expected grant outcomes
- Developed, marketed, and managed the company's employee "Matching Gifts" and "Dollars for Doers" programs
- Designed and implemented disaster response strategies, including coordinating additional grants and special employee matching gifts programs for relief and recovery efforts

Grants Management

- As a member of the Senior Management Team, led grant-related portions of the annual strategic planning and budgeting efforts

- Integrated and optimized complex business processes for the evaluation and approval of up to \$45 million in grants annually targeted primarily to housing and community development nonprofits, but that also included grantmaking to homelessness, youth, arts, research, and human services organizations, resulting in i) improved relationships with applicants; ii) controls that significantly increased response time on grant decisions while still ensuring an unqualified audit opinion; and iii) more strategic grant decisions
- Managed, monitored and reported on grant spending and accomplishments
- Ensured compliance with legal, regulatory, and corporate reporting requirements
- Integrated technology into all phases of the grantmaking process, eliminating 500 hours of administrative work each year
- Designed and delivered a training curriculum, “Fundamentals of Grantmaking,” establishing a baseline level of knowledge among all staff on basic grantmaking skills
- Identified and responded to opportunities to highlight the Foundation’s commitment to the community and the impact of its programs to internal and external audiences

Operations Management

- Established and sustained procurement and contracting policies, including instituting competitive bidding that saved more than \$200,000
- Oversaw the annual renewal of Foundation insurance policies, recalibrating coverage to align with the evolving strategic plan
- Worked with the Finance and Accounting staff on the annual audit and tax return preparation, which resulted in unqualified audit opinions with no management letters
- Served as acting facilities director

Personnel Management

- Supervised a department of seven employees responsible for the Foundation’s grants management, loan fund servicing, legal work, procurement, and contracting

Fannie Mae (Washington, D.C.)

Community Relations Analyst (1992-1996)

- Managed evaluation and approval process for Fannie Mae and Fannie Mae Foundation grants, employee engagement, and benefit event support.
- Assisted with special projects and events related to Fannie Mae’s major employee volunteer and contributions efforts, including the WAVE volunteer program, the Help the Homeless Walkathon, and the annual United Way Campaign

EDUCATION

The American University (Washington, D.C.)

M.B.A.

B.A. International Studies

B.A. French/West European Studies