

Maximilian Eyle

Communications & Grants Specialist

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With Gifford since 2021



Job Responsibilities: The Communication and Grants Specialist will handle the public relations/community relations activities of the Foundation including preparation of reports, press releases, brochures, newsletters and other aspects of the communications. In addition, the Communications and Grants Specialist works as part of the program team, performing a variety of duties that require considerable initiative, discretion, and judgment.

The person filling this role will be a member of the Foundation's program staff working with the Associate Director, Executive Director and members of the Board of Trustees to successfully organize the Foundation and assist with implementing initiatives that result in achieving the mission and vision.

Major Responsibilities

- Handles the Foundation's public relations/community relations communication activities; including printed materials for all Foundation activities. Prepare content for marketing and social media (this would include: editing, writing and providing content).
- Oversees website functionality, perform updates, and troubleshoot technical problems. Monitor website traffic analytics.
- Assists in maintaining grants database and oversees reports related to client management and communications.
- Design and execute program monitoring process for grants and special projects; assure that all pre-grant and open grant management requirements are met, including review of progress and expenditure reports, as needed;

- Communicate with grant applicants and grantees funded within the grantmaking program when assigned to assist Associate Director;
- Review proposals submitted for consideration within the grantmaking program as needed; conduct intakes, make site visits, as appropriate; prepare written summaries and analyze documents of grant applications to aid trustees in evaluating and making awards;
- Prepare Board, management and community reports on results of Foundation initiatives; Make presentations to the Trustees regarding appropriate grant applications and other topics;
- Assist Associate Director with administration of the federal grants program, as needed;
- Assist with the communication of information obtained and initiated by the Foundation;
- Support policies and procedures related to communications, grantmaking and grant management.
- Represent the Foundation in its interaction with nonprofits, public officials, and the general public as requested;
- Participate in training and professional development;
- Assist in planning and coordinating events held by the Foundation to benefit nonprofits
- Undertake special projects as assigned or initiated.

Additional Activities

- Serves on the Board of Directors for the Hiscock Legal Aid Society.

Biography

Maximilian is a native of Syracuse, NY, and a graduate of Corcoran High School. He has a B.A. in History and American Studies from Hobart and William Smith Colleges where he graduated in 2015. After working for two years as a communications and digital media consultant with The Gifford Foundation, he joined their team as a full-time staff member in 2021.

Maximilian's primary roles include authoring Gifford's quarterly newsletter, building their online presence, and supporting their grantmaking and program work. He believes strongly in the idea that effective communications can help unite and inspire communities by highlighting the shared ideas, struggles, and aspirations among residents.



In 2019, Maximilian rebuilt Gifford's website from the ground up with new features, aesthetics, and functions. He also oversaw the revival of the Gifford Newsletter which highlights not only the work of the Foundation but also follows grantees and program graduates as they give back to the CNY community. In his role as Communications and Grants Specialist, Maximilian also helps manage Gifford's grant database software and oversee incoming grant requests.

In addition to a deep love of history, Maximilian is passionate about Spanish language and culture. In 2013, he spent a semester studying at the University of Seville, in Spain.

Two years later, he was hired by Spain's Ministry of Education to work as an English Language and Culture Assistant in Mahón, Minorca. Maximilian also moonlights as a musician, performing regularly across Central New York in bars, restaurants, and at festivals.