

# Sheria Walker

## Program Administrator

(315) 474 – 2489 Ext. 112

[sheria@giffordfoundation.org](mailto:sheria@giffordfoundation.org)

With Gifford since 2019



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**Job Responsibilities:** Manage and coordinate the operational aspects of the grantmaking cycle which includes data entry, communication skills, and the ability to support teamwork and learning among staff. Supports Program Staff in grant management activities, including but not limited to preparation of grant contracts, payment letters, and disbursements and receipt of interim and final reports from grantees. Ensuring the highest standards for grantmaking, grant management, and fiscal integrity. Supports the mechanics of the programs and grantmaking systems by managing the program pipeline, document workflow, maintaining files, and acting as internal/external liaison on document requests and submissions.

## Major Responsibilities

- Online grants system (Foundant): primary point of contact in managing, maintaining, updating the new online grants system.
- Intake and proposal process – scheduling intake meetings, assigning program officers, ensuring complete application materials.
- Community Grants, “What If…” Mini Grants, and Supporting Organization Grants – scheduling payments, reporting dates, verifying tax status, creating approval letters and contracts.
- Training and introducing prospective grantees (including at “What If…” sessions) about Foundant.

- Supports day-to-day operations and managing events by coordinating events, scheduling meetings and calls, providing notetaking and other meeting support.
- Calendar management, greeting guests, retrieving, and sorting mail and deliveries, managing office and kitchen supplies and upkeep, preparing letters, handling light copy and scan projects, maintaining, and organizing paper and electronic filing systems, setting up and taking down meetings, arranging catering, handling building work orders, and maintaining overall office appearance and functionality.
- Contributes to Foundation operations by working with colleagues on board meeting preparation, staff committees, organization development (contacts and mailing lists, etc.).
- Executes special projects as assigned.

### **Additional Activities**

- Serves on the Board of Directors for Catholic Charities of Onondaga County.

### **Biography**

Sheria Walker joined the Gifford Foundation in May of 2019 as the Program Administrator. In this role Sheria maintains all the administrative functions of the Foundation and serves as a member of the program team.

Sheria is essential in the implementation of Gifford's city-wide initiative, the "What If..." Mini Grants, which provides a resource for fostering growth in neighborhoods and strengthening the capacity of residents who are focused on making positive changes in their neighborhoods.

She also facilitates the Nourishing Tomorrow's Leaders program which focuses on leadership development through board service. The goal is to increase inclusiveness and diversity on non-profit boards; increase and enhance the pool of effective board members and new leaders; educate and inspire those who participate and provide quality training to individuals in the community.

Prior to joining the Gifford team, Mrs. Walker had established a great relationship with the foundation through her involvement in several gang initiatives such as Trinity, Project Safe Neighborhood, Syracuse Save our Youth and Syracuse Truce.

Sheria spent many years at the Salvation Army and worked there in several different capacities, most recently serving as the Outreach Director at the Salvation Army's Barnabas Center. Sheria has also worked for Family Planning Services.

Sheria has a passion for her community and especially for building the capacity of youth. She is a trained facilitator in several youth focused practices such as Youth Method Works which is a series of workshops designed to empower direct staff with the tools they will need to increase the quality of their work with youth. In addition to that she is also trained in Making Proud Choices, Be Proud Be Responsible, Be Proud Be Responsible Be Protected – designed to help young people make the best decisions pertaining to their sexual health. She sits on the city and county youth advisory board.

A lifelong City of Syracuse resident, Sheria is actively involved in her local community and participates on several different committees including: Run-away Homeless Coalition, Partnership for Youth, Advancing Youth Development and is a parent liaison for the SCSD (Syracuse City School District) for parents with children who has disabilities.

Sheria started her own jewelry business in 2017 and loves fashion. Additionally, she supports her church – The Promise Land. When she is not working and serving the community, Sheria enjoys spending time with her husband and children, grandchildren, and cooking for the family.

Her favorite quote is “We cannot always build a future for our youth, but we can build our youth for the future.” – Franklin D. Roosevelt.