Job: Grant Assistant

Reports to: Executive Director

Works with: Development Assistant

Scope: Assists with managing all grant-related activities from initial inquiry from grantseekers to grant closure. The Grants Assistant will work with a variety of Fund programs and private family foundations.

Responsibilities include:

**Grantmaking**

- Assist with the grantmaking process and providing links between program, finance and other administrative staff so that all grantmaking activities are smoothly implemented
- Assist with implementation and maintenance of grants management spreadsheets and integrity of data
- Assist in the docket preparation and editing process for board and committee meetings
- Respond to grantseekers' requests for information and assist with the application process
- Develop a good working understanding of each program's goals and strategies, and what each program will consider funding
- Manage data entry of all proposals received and save all proposals to database
- Acknowledge receipt of proposals and maintain systems for tracking proposals within the office
- Coordinate routine correspondence with grantees, applicants and others
- Monitor proposals as they move through the review process, and identify and collect outstanding application materials
- Coordinate the planning and execution of grants and advisory committee meetings
- Assist with preparation and disbursement of grant agreements and award letters as needed
- Manage grantmaking for Donor Advised Funds and provide reports to donors as needed
- Maintain system for collecting and tracking receipt of grantee reports
- Provide reports and respond to inquiries and grants histories as requested
- Maintain electronic files related to all aspects of the grants cycle, including: grant application materials, grant agreement and disbursement, correspondence with

prospective grantees and program staff materials related to grant recommendation and declinations

- Maintain grantee and grants committee contact lists
- Keep informed of the "best practices" in the grants management field and recommend improvements to the grants management process

**Events Coordination**

- Assist with logistics related to grantmaking meetings
- Secure and contract with meeting venue (meeting space, accommodations, a/v, food)
- Assist with the development of event budgets and monitor expenditures
- Assist in producing invitations, disburse invitations
- Manage RSVP Lists
- Manage preparation and copying, packing and mailing of meeting materials

**General Administration**

- Participate in the general administration of funds. Attend staff meetings and board meetings as needed or requested
- Upon request, provide assistance with writing, editing and proofreading for materials of a general nature, or materials of another program area
- Coordinate and participate in special events or projects as needed or requested
- Respond to routine inquiries via phone and e-mail

**Partnerships**

- Provide the Executive Director with data for the creation and submission of proposals to a variety of donors and funders as requested

**Finance**

- Assist with grants and financial data reconciliation and preparation for annual audit

**Required Background and Skills:** analytical capabilities; high ethical standards; strong written and verbal communication skills; attention to detail and high degree of personal organization; ability to manage a fast-paced heavy workload; ability to problem solve and exercise good judgment; ability to work independently;