



CARRIE ESTELLE DOHENY

FOUNDATION

Grants Administrator Position Overview

The Grants Administrator will work closely with the Program Director and grants staff to manage and process grant requests for presentation to the monthly Foundation Committee and Board of Directors meetings. The Grants Administrator will also arrange and participate in site visits with potential grantees, help process grant payments, assist with yearly budget and audit preparation, arrange special events related to grant programs and help maintain office operations. In this position, the Grants Administrator will uphold the mission and mandate of the Foundation established by Mrs. Doheny.

Key Responsibilities

- Manage the monthly grant request lifecycle process from initial grantee application to final decision by the Board of Directors including workflow management, online grant processing, Director mailings, meeting materials preparation, informing applicants of decisions, processing payments and closing grants
- Respond to grant application inquiries and help guide applicants through the online process
- Arrange and participate in potential grantee site visits in the greater Los Angeles area including inner city locations
- Work with staff to plan and execute Grant program events
- Participate in audit preparation tasks
- Participate in office tasks including working with building personnel and outside vendors, and updating and using internal workflow process/procedures
- Prepare data entry for Grant Payments and Administrative Expense Payments
- Provide back up during Assistant Grants Administrator absence including phone, mail, typing Board minutes, etc.

Core Qualifications

- Excellent Word and Excel computer skills
- Familiarity with Foundant (our current online grant making software) or ease of learning new software programs
- Basic knowledge of Quickbooks and Bill.com is a plus, but not required
- An understanding of grantmaking and the nonprofit sector are highly desired
- Excellent written/oral communication ability
- Strong organizational, analytical and time management skills with high attention to detail
- Strong interpersonal skills and a gracious, compassionate attitude
- Both independent worker and dedicated team player
- Demonstrates a high degree of initiative, flexibility and collaboration
- A passion for the Foundation's mandate and mission within its major program areas, particularly knowledge of Catholic organizations, interests and initiatives
- Welcomes feedback as a means to personal and professional growth

Compensation and Application Procedure

A competitive compensation/benefits package is available, including a salary commensurate with qualifications and experience. Anticipated salary range is \$45,000 – \$55,000. Office hours are Monday – Thursday, 7:30-3:30 plus nine Fridays per year for Board of Directors meetings.

To Apply: Interested candidates should send a cover letter, resume, salary history, and completed PDF application by email to Catherine Sanders catherine@dohenyfoundation.org. Please note "Grants Administrator" in the subject line. No phone inquiries, please. We will review Applications as received. Position start date anticipated to be February 1, 2022. Information about our Foundation may be found on our website: <https://www.dohenyfoundation.org>