



Grants Management Assistant

Job Description

Intentional Philanthropy seeks a friendly, motivated and highly organized individual to serve as a Grants Management Assistant supporting the firm's Directors and foundation clients. We are a growing, entrepreneurial company providing grantmaking, administrative, financial management, and consulting services to family and independent foundations. The Grants Management Assistant coordinates all administrative aspects of assigned foundations and participates in other team projects and client assignments. This position is an exciting opportunity for someone wishing to learn more about the world of philanthropy, nonprofits and social change.

Critical Responsibilities

Grants Administration Support

- Handle correspondence, telephone, and personal contact with trustees, applicants, and grantees regarding grantmaking guidelines and processes
- Coordinate and produce content for client meetings, such as agendas, board materials, etc.
- Support one or more Directors in general grantmaking duties, including due diligence, review of applications and reports for completeness, and summarizing of key information
- Perform record keeping, data entry, filing, and general administrative duties
- Provide logistical support for client meetings, including hotel contracts, food and beverage, etc. and scheduling site visits
- Take notes and prepare official minutes of trustee meetings, as needed
- Stay current on philanthropy and nonprofit news, and share relevant articles with staff

Foundation Administration Support

- General administrative support across all foundation functions
- Manage survey administration (using platforms such as SurveyMonkey) and support data management and documentation
- Conduct background research on project topics (e.g. local education reform, food systems, integrative health, positive youth development, etc.)
- Support interviews with subject experts and take minutes on conversations
- Support Directors in drafting and revising client reports, presentations, memos and correspondence
- Produce visual representations of research findings, such as Excel charts and PowerPoint slides; experience in Publisher or design software such as Photoshop or InDesign, a plus, but not required

Required Skills

- Bachelor's degree required
- Highly organized with the ability to prioritize competing demands
- Impeccable professional written and verbal communication skills
- Strict attention to details and deadlines with a proactive work ethic
- Works well independently and in small environments
- Ability to work occasional weekend days (estimated at 3-5 annually)
- Intermediate proficiency with Microsoft Office , particularly Word, Excel, and PowerPoint and familiarity with Outlook or a similar e-mail and calendar management software

Valued but Nonessential Skills and Experience

- Familiarity with the nonprofit sector or private foundations
- Experience in donor services or client services
- Experience in office administration, meeting planning, and client or customer service
- Experience with database management, grants management software, Microsoft SharePoint, HTML, etc.

Essential Candidate Qualities

- Genuinely enjoys charitable work and supporting people and causes
- Takes their work seriously but doesn't take themselves too seriously
- Is a committed learner who likes to tackle new assignments
- Someone who is always looking to grow and improve
- Motivated by checking items off a to do list, and loves submitting work before the due date
- Enjoys the challenge of a learning curve, but never views routine tasks as a burden
- Highly flexible team player with the abilities to adapt his/her working style to different personalities

About Intentional Philanthropy

Intentional Philanthropy is a boutique philanthropic advisory and management firm serving individuals, family foundations, and a select group of independent foundations on grantmaking strategy, family foundation succession and foundation management. We help foundations define the change they want to see in the world, develop a strategy to accomplish that change, and vet and evaluate the nonprofits capable of bringing that vision to reality. We work with individuals and families at all stages of their philanthropic journey. We help those just starting out as well as those with years of practice.

Candidates must **submit a resume and cover letter** by March 1, 2018 to info@intentionalphilanthropy.com to be considered for this position. Please use this EXACT subject line: Grants Management Assistant Candidate Resume.