JOB ANNOUNCEMENT: GRANTS MANAGER & ADMINISTRATIVE ASSISTANT

The Scherman Foundation supports the arts and organizations that use community organizing and advocacy to build a more just, sustainable, and equitable New York, as well as those that strengthen democracy and advance environmental and reproductive justice nationwide. In its grantmaking, the Foundation prioritizes movement-building, long-term general operating grants, and funding groups led by and serving Black, Indigenous, and People of Color whose work addresses and dismantles systemic racism. The Foundation has a special commitment to New York, focusing its Arts and Strengthening New York Communities programs exclusively there.

The Foundation is in a moment of transition, with a deepening of our commitment to anti-racism and movement-building while expanding and engaging the Board to better reflect those commitments. We therefore seek a new, full-time Grants Manager & Administrative Assistant to join our highly collaborative staff and provide support for these expanded activities. The ideal candidate has strong communication skills, can work independently, and is detail-oriented, organized, and flexible.

RESPONSIBILITIES

Grants Manager

- Manage grant application process from initial submission to payout in our grants management system, Foundant:
  - Monitor and review grant application submissions and manually file any supplemental materials;
  - Assign requests to program staff;
  - Prepare write-up templates for program staff;
  - Edit grant recommendations and assemble them into the Foundation’s quarterly docket book;
  - Prepare grant award letters and agreements, and assist Director of Operations in tracking payouts;
  - Manage and schedule interim and final reporting;
- Build and generate reports in Foundant to assist in internal staff research and the presentation of grant history, trends, and objectives for program staff, the Board, and/or consultants;
- Monitor Foundant configuration issues reported by grantees and staff and actively work with Foundant support to maintain an internal and external positive user experience;
- Serve as point of contact for inquiries about grant eligibility and the grant process, as well as existing grantee communications;
- Work collaboratively with staff to refine grantmaking procedures and policies and improve grantee experience and engagement; and
- Develop and maintain process materials, including mailing lists, docket lists, and related records, and provide technical assistance to update and send communications across external platforms, including website content and email blasts.

Administrative Assistant

- Monitor incoming telephone and email correspondence to communicate information about the Foundation, and grantmaking guidelines and processes to the general public;

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manage in-office guest reception;
• Schedule appointments with current and prospective grantees on behalf of President, including reservations at performances, and in some cases, schedules appointment on behalf of program staff;
• Sort and distribute incoming mail and deliveries;
• Coordinate Board communications, including attending board meetings, scheduling committee meetings, collecting and sending out meeting materials, and collecting or drafting minutes when present;
• Arrange and attend staff meetings, and other in-house, conference call, and online meetings as needed;
• Assist Director of Operations in maintaining and updating shared office calendar and network server files, as well as troubleshooting technology issues; and
• Work with Director of Operations on office and facility needs, including helping to monitor equipment and supplies, and coordinating with building staff as needed.

QUALIFICATIONS
• Minimum of two years of professional experience required; previous non-profit experience helpful, knowledge of philanthropy a plus.
• Desire to work in a mission-driven, values-oriented environment.
• Excellent grammatical and computer skills: proficiency with Mac computers, MS Word and Excel, Google Workspace, and Zoom required. Knowledge of Foundant or similar grants management system a plus.
• Collaboration, enthusiasm, and responsiveness are essential. Humor preferred.
• This position is based in New York City. While office protocols are subject to change, as of March 2022, a hybrid workplan, with full staff physical office presence on Mondays and Wednesdays each week, is in effect.
• Full vaccination including boosters is required for all employees.

COMPENSATION
• The salary range is expected to fall between $65,000 and $75,000, commensurate with experience.
• Generous benefit package includes excellent health coverage, retirement plan with 15% employer contribution, flexible benefits, and four weeks of vacation.

HOW TO APPLY
Please send a cover letter (including how you became aware of this opportunity) and a resume to searchcommittee@scherman.org. Subject line should include YOUR NAME and GM-AA SEARCH 2022.

Deadline for applications is November 18, 2022, with preferred start date in January 2023. References will be requested from finalists.

The Scherman Foundation is committed to equity and diversity and to the recruitment and retention of people with identities less represented in philanthropy, including Black, Indigenous, and people of color, members of the LGBTQ+ community, gender non-conforming people, and people with disabilities. We are committed to fostering a work environment that is embracing of and responsive to individual differences.