Grants and Office Administrator
Onion Foundation
Auburn, Maine

About the Foundation
The Onion Foundation is a private charitable foundation established in 2014. It was created with the mission of encouraging conservation and stewardship of the natural environment and promoting music and the arts in the state of Maine. Since its creation, the foundation has made over 1000 grants to more than 600 non-profit organizations in the state of Maine. The Onion Foundation is committed to advancing equity and climate justice, to countering racism and discrimination, and to honoring the wisdom of diverse beliefs, traditions, and cultural expression.

Description of Position
The Grants and Office Administrator [the Administrator] is a key member of the Onion Foundation’s staff, managing robust grant management operations and working closely with program staff to plan the fielding, execution, and monitoring of all grants. The Administrator also assists program staff to organize meetings and site visits, update communication platforms, and establish effective office-wide procedures. The Administrator is often a first point of contact for the public and responds to requests for information and administrative issues relating to grants. Under the direction of the Executive Director, the Administrator will have lead responsibility in the following key areas: Grants Management; Grant Database and Software Management; and, Office Operations.

Duties and Responsibilities
➢ Maintain familiarity with the foundation’s goals, programs, priorities, and requirements
➢ Communicate with and respond to inquiries from grant applicants and recipients, particularly relating to program priorities, proposal and grant requirements, and relevant meetings and events
➢ Manage incoming grant applications and administer all components of the grants cycle, including database management, development of dockets and related materials for board review, grant documentation, payments processing, and reports
  o Maintain and assist in the design of online templates for grant applications, reports, agreements, and other standard program communication
  o Manage administrative details relating to external reviewers, advisors, consultants, and information sessions for applicants
  o Review proposals, budgets, and reports for completeness and technical details, ensuring compliance with foundation and IRS grantmaking requirements
  o Request administrative and support information needed for grant proposals and grant actions, including timely reports from grantees
  o Alert program staff to areas of concern or requiring attention
  o Establish and maintain appropriate files, templates, coding, dashboards, and workflows in GivingData (the foundation’s grants management software), ensure
data integrity, and generate reports to support effective grant administration as well as evaluation and strategic planning

- Prepare necessary internal paperwork to ensure timely approval/declination of grant applications and payment of grants and produce pro-forma financial reports on program spending

➢ Support grants management training for staff, including onboarding of new staff, and establish standard operating procedures
➢ Manage GivingData upgrades and troubleshooting
➢ Recommend improvements to grants administration and office-wide processes
➢ Support administrative details relating to consultancies
➢ Develop a CRM for organizing and coding contacts
➢ Schedule and support meetings and site visits, handle travel logistics, and assist with follow-up activities
➢ Participate in staff meetings and office-wide special events
➢ Oversee the smooth running of the office, including processing mail and liaising with the building management
➢ Develop collegial relationships with staff in other foundations to maintain awareness of best practices and innovation in grants administration and contribute to Onion Foundation learning
➢ Compile grant information for external directories and associations (e.g., Candid) and for the foundation’s annual report and other communication materials
➢ Support the Executive Director in preparing and tracking the annual budget
➢ Complete other duties and special projects as assigned by the Executive Director

### Education and Experience Requirements

- Bachelor’s degree from a four-year college or university and minimum of five years of experience in grant administration, accounting, office management, or a related field; or equivalent combination of education and experience
- NGO or foundation experience, including familiarity with private foundation requirements and processes, preferred

### Skills Requirements

- Excellent written, verbal, organizational, analytical, and interpersonal skills
- Excellent computer skills, including expertise in Microsoft Word, Excel, Google suite, PowerPoint, the Internet, and complex databases and ability to learn new applications quickly
- Ability to master and improve the implementation of the foundation’s grant administration software, GivingData, and to train and assist colleagues to use the system
- Sound understanding of budgeting and tracking financial information
- Capacity to undertake internet research and clearly present information
- Ability to think critically and synthesize program and operational issues in a systematic manner
- Ability to work with little supervision and as a member of a team
Excellent listening and communication skills with sensitivity to cultural communication differences

- Ability to establish and implement systems and procedures to organize a small, busy office
- Ability and desire to work with a diverse group of individuals

**Qualifications**

- Ability to manage confidential issues and act with discretion
- High level of self-motivation, a strong work ethic, and a willingness to take initiative
- Poised and able to work well under pressure
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and ability to set priorities
- Attentive to detail, priorities, and deadlines
- A curious outlook and a creative approach to solving problems
- Pleasant, diplomatic manner and disposition in interacting with colleagues and the public
- A demonstrated interest in the work of non-profit organizations
- A demonstrated commitment to advancing equity and racial justice
- Capacity for self-reflection and a sense of humor

**Location and Travel**

The Onion Foundation office is located in Auburn, Maine. The Administrator must be available to work in the Auburn office at least three days each week and may work remotely other days. The position may require occasional travel to conferences and meetings.

**Work Environment, Physical Demands, and COVID-19 Vaccinations**

The Administrator typically performs functions in an office setting with a low level of noise. The foundation will make reasonable accommodations to enable individuals with disabilities to perform the job functions. The foundation requires employees to be fully vaccinated and boosted against COVID-19 as a condition of employment and to provide proof of such vaccination prior to commencement of employment.

**Salary and Benefits**

- Salary range: $58,000 to $70,000
- Full time: 36-hour week
- Generous comprehensive benefits package, including: health, dental, and disability insurance; four weeks paid vacation; and, an employer-sponsored 401(k) retirement account with up to 6% employer contribution

**How to Apply**

Forward cover letter and resume by May 29, 2022, to jobs@onionfoundation.org.

*The Onion Foundation is an Equal Opportunity Employer.*