Grants Administrator Associate
Position Description

Overview: The Frederick A. Deluca Foundation, Inc. is a private foundation dedicated to creating and strengthening opportunities for individuals and families to thrive. We address critical needs by investing in human-centered solutions that accelerate economic mobility, educational attainment, improved health, and access to the arts.

Position Summary: The Grants Administrator Associate facilitates the Foundation’s grantmaking operations throughout all stages of the grants cycle. This position is responsible for managing and monitoring all grants authorized by the Foundation and ensuring consistent grant processing. The Grants Administrator Associate will ensure that the Foundation’s grantmaking and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best practices. The full-time, exempt position is responsible for ensuring data integrity, providing support to grantees and Foundation team, and reports to the Database & Operations Manager.

Skills and Competency Requirements:
The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to take initiative and manage projects assigned through completion with minimal supervision.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards.
- Excellent customer service skills.
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener.
- Ability to develop rapport and engender trust.
Exhibits a positive attitude and professional demeanor with a high level of integrity and trustworthiness. Ability to maintain discretion and confidentiality.

**Education and Experience Requirements:**

- Minimum of 3-5 years’ experience in grants administration or other relevant professional experience.
- Familiarity or proficiency using a grants management system, strongly preferred (FLUXX a plus).
- Microsoft Office Suite, including Outlook, Excel, Word, & SharePoint; PowerBI a plus.
- Bachelor’s degree preferred but not required.

**Other Requirements:**

- South Florida resident (on-site position).

**Primary Job Responsibilities:**

To perform this job successfully, each primary job responsibility must be performed satisfactorily. Other duties may be assigned to meet business needs.

**Grants Administration & Information Management**

- Provide administrative support for all components of the grants cycle, including: registration, incoming requests, grant documentation, reporting, and payments; ensure compliance with IRS, legal, and Foundation-specific legal requirements; and maintaining accurate and timely records of Foundation grantmaking and other programmatic activities.
- Provide technical assistance to grantees with online proposal, reporting, registration, and other grants management processes.
- Maintain grants management database and digital grant files ensuring the accuracy and integrity of data as well as grantee relationship history.
- Work with Database & Operations Manager and Program Officers to coordinate and maintain grant cycle dockets; assist with preparation of grant related materials for committee and board meetings.
- Support the Foundation’s finance and communication functions; generate requested information, data and reports from information maintained in the grants management database or other sources of information; coordinate recognition requests from grantees; initiate periodic web searches on Foundation.
- Assist team and board with special projects, as needed.
Operations

- Provide general office support, including document copying, scanning, and distribution; mail and delivery handling, managing courier and postal needs; maintaining office equipment-printers, copiers, etc., as well as office supplies, storage closets, etc.

- Work with the team to manage and maintain physical office and kitchen spaces and help ensure safe, clean, and comfortable workspace. Order office supplies, materials, and keep kitchen well stocked with snacks and refreshments.

- Participate and assist as needed with general facilities support, including setting up meeting spaces and preparing conference rooms for meetings and training. Manage vendor relationships including arranging catering services and travel.

- Coordinate and maintain internal group and team calendars as needed. Schedule on-site and video-conferencing meetings for team, board, and committees. Make room reservations and arrange logistics for special meetings and workshops.

- Monitor general email inboxes and manage main phone line/voicemail.

- Coordinate office activities such as catering lunches, organizing volunteer and team building activities and events.

How to apply: Interested applicants should send their one-page cover letter and resume to: careers@delucafdn.org. Salary will be commensurate with qualifications and experience. Comprehensive benefits package includes health insurance, 401(k), and paid time off.

Start date: As soon as possible.

Application deadline: Open until filled.