

GRANTS ADMINISTRATOR

CLASSIFICATION: Admin. Assistant (Union)	SALARY: \$53,293.88 - \$78,982.22 (DOE/DOQ)
DEPARTMENT: Development	FLSA STATUS: Non-Exempt
REPORTS TO: Director of Data, Information, and Technology (DDIT)	APPLICATION OPEN: Until filled

For nearly 50 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. Bet Tzedek is seeking a mission-driven, team-oriented **Grants Administrator** to join our development department, which raises and manages over \$10M annually. The Grants Administrator is part of a six-person institutional giving team that manages all aspects of Bet Tzedek’s grants portfolio, including data collection, proposal development, results reporting, and relationship management. We’re looking for a mission-driven, detail-oriented administrative assistant to contribute to the team’s success.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. At the discretion of the immediate supervisor, the employee may be required to work in the office or other locations to meet workload/business obligations. This requirement may be on a temporary or ongoing basis.

ESSENTIAL DUTIES

- At the direction of the DDIT, ensures program and financial data entry is consistent, and data reporting is accurate.
- Conduct individual and group trainings on our case management system, LegalServer, for current and incoming staff members.
- At the direction of the Director of Institutional Giving, assists with grant proposal and report development by preparing supplemental documents, conducting grant-related research, scheduling planning meetings, and preparing data.
- Provides administrative support to the grant team to ensure a smooth, efficient, and timely award management process; duties include maintaining the grants department calendar and other internal grant tracking documents with the highest attention to detail and accuracy; compiling and distributing grant summaries for all awards to internal stakeholders; updating the relationship management database; and performing related tasks.
- Prepares various grant and data reports for funders, as well as internal audiences of program staff and senior leadership.
- Assists in preparation of appropriate supporting documentation for funder audits and helps to coordinate funder site visits.
- Works across teams to identify inefficiencies and help develop solutions to improve systems and communication.
- Attends staff and department meetings.
- Performs other duties as assigned.

QUALIFICATIONS

- High school diploma, GED, or relevant work experience (required).
- Ability to complete complex and long-term projects with strong organizational skills and attention to detail in a deadline-driven environment (highly preferred).
- Relationship management skills; able to interact professionally and respectfully with a diverse

- population of stakeholders, colleagues and potential or current funders (highly preferred).
- Research and analysis skills (preferred).
 - Strong computer proficiency in: MS Office Suite, Raiser's Edge and/or RE NXT; Legal Server, Relational databases, internet research search engines (preferred).
 - Demonstrated commitment to Bet Tzedek's mission to provide free legal services to those who need them most required (preferred).
 - Prior nonprofit experience, working in development or grants management (preferred).
 - Willingness and ability to work occasional evenings and weekends as needed (preferred).
 - Demonstrated commitment to Bet Tzedek's mission to provide free legal services to those who need them most (required).
 - Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required) .

HOW TO APPLY

- E-mail your letter of interest and resume to bettzedek.90.B3A@applynow.io (Subject: GRANTS ADMINISTRATOR.) Resumes submitted without a cover letter will not be considered.

Note: *All positions are subject to funding; ongoing funding or employment cannot be assured.*

To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.