



GRANTS ADMINISTRATIVE ASSISTANT **POSITION PROFILE**

Bader Philanthropies seeks a full-time Grants Administrative Assistant responsible for providing administrative support to grants staff to carry out the Foundation's mission to help people and honor the legacy of our founders. We share the values of Dignity, Compassion, Humility, Integrity, and Service and strive to practice Cultural Intentionality, Embedded Philanthropy, Continuous Improvement, and Good Governance.

This position reports to VP-Grants and interacts closely with all Grants Staff in various activities related to grantmaking.

Primary Duties

- Arrange one-on-one appointments, on-site, and meetings for Grants Staff.
- Maintain Grants Staff Outlook calendars.
- Updates grants database with notes as directed by Grants Staff.
- Provide Grants Staff support with write-ups and data entry.
- Attend Grants committee meetings and follow up as directed by VP-Grants.
- Research and development projects as directed by Grants Staff.
- Assist with Grants Staff registration for conferences and other community events and support Travel & Logistics Coordinator in calendaring Grants Staff travel.
- Assist with telephone support regarding inquiries from applicants and grantees.
- Process Grants Staff expense receipts.
- Assist in following up on missing and/or late reports, Electronic Payment forms, and Grant Agreements in coordination with Grants Manager and Financial Administrator.

Qualifications:

- Minimum of bachelor's degree.
- 2-4 years' experience in related administrative field.
- Strong computer skills and proficiency in Microsoft Suite.
- Strong interpersonal communication skills.
- Superb organizational skills.
- Exceptional verbal and writing skills, with the ability to write clearly and concisely.
- Ability to think critically and strategically to problem-solve and apply sound judgment and decision-making.
- Ability and willingness to contribute to other projects of varying size, scope, and complexity.
- Experience working in a collaborative, team-oriented, highly productive environment.
- Ability to multitask and manage multiple project timelines and deliverables.
- Embraces the opportunity to learn and contribute to a positive organizational culture.

Salary Range: Commensurate with experience.

Benefits: We offer an excellent benefits package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, vacation, and sick time off, wellness program, educational and professional development assistance, and more!

Application Instructions: Please include a resume, cover letter, and salary requirements when applying.

Email application materials to applygaa@bader.org no later than Friday, February 23, 2024.