



## Grants Associate

### Job Description

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#### Organizational Background

The Greater New Orleans Foundation has been a trusted philanthropic leader in the 13-parish Greater New Orleans region for 100 years. Our vision is to create an economically and culturally vibrant, sustainable, and just region for all, and our mission is to champion charitable giving, strengthen nonprofits, and lead civic initiatives in the Greater New Orleans region. As a community foundation, our resources are comprised of more than 1,000 charitable funds established by individuals, businesses, and organizations with a passion for charitable giving and a deep commitment to the Greater New Orleans region. As a civic leader, we bring together passionate people from nonprofits, business, government, and philanthropy to address our region's greatest challenges.

The Foundation is an inspiring, engaging, challenging, thought-provoking, diverse, and dynamic place to work and advance your career. We pride ourselves on investing in high quality staff members and encouraging success by allowing individuals the opportunity to both contribute and enhance their skills and talents as well as to share their unique perspective as we address community challenges. Our workplace environment nurtures a diverse team and results in a broad base of staff knowledge and talent.

To learn more about the Foundation, visit [www.gnof.org](http://www.gnof.org).

#### Position Summary

The Grants Associate plays a key role by providing essential administrative support to ensure effective program delivery and strong stakeholder engagement. This highly collaborative individual possesses exceptional organizational skills, strong problem-solving abilities, and a commitment to delivering outstanding customer service. The ideal candidate is proactive, detail-oriented, and capable of managing multiple priorities simultaneously. Reporting to the Director of Grantmaking, the Grants Associate provides grantmaking and administrative support to the entire Programs Department and works closely with other Foundation departments to uphold the highest standards of service, stewardship, and program excellence.

#### *Specific responsibilities: include but are not limited to:*

##### *Grantmaking and Program Administration*

- Develop materials, including memos, presentation decks, tracking documents within Excel, and packets for grant processing.
- Manage grantmaking calendar, including scheduling meetings and grantee site visits.
- Prepare grant agreements and grant summaries.
- Maintain an organized filing system for all records, materials, and correspondence related to grantmaking.
- Manage information updates in the Foundation's grant management systems (e.g. Foundant and Salesforce) and work collaboratively with other members of the Foundation staff to ensure information inputs to the systems are consistent and in line with strategic objectives.
- Prepare and route contracts, invoices, grant agreements, fund agreements, and other essential documents for signature and approval.

##### *Calendar and Administrative Support*

- Manage the Director of Grantmaking's calendar, coordinating with internal and external stakeholders, including high-profile community leaders and their designated points of contact, to schedule and prioritize various engagements and meetings.
- Provide support to maintain the master calendar for the Programs Department, in order to forecast future needs and to meet deadlines, prioritize multiple high-level needs, and minimize scheduling conflicts.

- Support the Director of Grantmaking with the preparation of memos, presentation decks, spreadsheets, meeting notes, and documentation of important programmatic decisions.
- Maintain an organized filing system for departmental records, materials, and correspondence.
- Research and implement new tools, templates, and systems to help maintain and increase efficiency.

#### *Program Operations Support*

- Provide general administrative support to the Grants Team, including developing content and materials, handling calendaring and logistics for meetings and convenings, coordinating with venues, caterers, and other vendors, and providing room set-up and breakdown.
- Provide project management support by coordinating meetings and note taking to ensure timely completion of key tasks.
- Handle logistics for program-related meetings and convenings, including coordination with venue, vendors, and caterers; processing vendor invoices and expense reimbursement for the Grants Team.
- Responsible for data entry in Salesforce including creating new accounts and generating reports.

#### *Cross Departmental Collaboration*

- Coordinate with the Foundation CEO's Executive Assistant, other Associates, and key staff to schedule meetings across the organization.
- Continuously seek opportunities for creating synergies and collaborations between programmatic areas, helping to foster communication and collaboration throughout the Foundation.
- Provide occasional support for special Foundation projects.
- Provide front desk coverage as needed. Remain flexible about work assignments.

Because of the fluid and evolving nature of work at the Foundation, the Grants Associate may, from time to time, be asked to work outside normal business hours or take on other assignments not covered in the position description. The Grants Associate is expected to demonstrate openness and flexibility when asked to take on these new assignments.

#### **Required Qualifications**

- Excellent oral and written communication skills, including the ability to simply and effectively communicate complex topics.
- Ability to quickly and accurately record notes, prepare memos, and create presentation decks.
- Enthusiastic about providing critical administrative support for the Programs Department.
- Track record of providing excellent customer service to internal and external stakeholders.
- Ability to work with diverse stakeholders, including vendors, nonprofit leaders, board and committee members, and Foundation partners.
- Demonstrated ability to manage-up and effectively use time and resources to complete tasks efficiently and effectively.
- Excellent computer skills, including proficiency with Asana, Zoom, Salesforce, and MS Office, and the ability to learn and utilize new technology quickly.
- Experience with documenting meeting minutes, preparing contracts and other documents, and database management, including data entry and reporting.
- A preference for a quick pace of work.
- Highly detailed-oriented professional approach to task completion.
- Ability to make clear and timely decisions within areas of responsibility.
- Ability to seek support and direction. Receptiveness to feedback and course correction and willingness to learn.

#### **Experience and Education**

- Bachelor's degree [or equivalent experience in executive support and project management.
- 3-5 years of experience with meeting logistics, executive support, and project management.

- Demonstrated experience working in a professional, fast-paced office setting, preferably in philanthropy or the nonprofit sector.
- Experience cultivating external relationships with diverse stakeholders.
- Familiarity with effective, leading practices in project management.

#### **Professional Conduct:**

The Grants Associate will maintain high standards of professional conduct, both internally with colleagues and externally with other audiences. This includes:

- Completing work in a timely manner and on-time attendance at meetings, both on-site and off-site;
- Following the Foundation's administrative policies and procedures;
- Speaking and acting responsibly when representing the Foundation to external audiences;
- Showing courtesy and a positive attitude in interactions with others; and
- Maintaining confidentiality.

#### **Compensation & Benefits**

*Salary commensurate with experience; salary range starts at \$55,000. This full-time position is exempt, and the employee will be eligible for the Foundation's competitive health and benefits plan including paid leave and employer-paid retirement.*

#### **Application Instructions and Additional Information:**

Please submit your resume and cover letter to [careers@gnof.org](mailto:careers@gnof.org) with the subject line, "Grants Associate Search." Only complete applications will be considered. Applications will be accepted until the position is filled.

*The Greater New Orleans Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*