**JOB DESCRIPTION**

**Position Title:** Grants Associate

**Department:** Grants Management

**Reports To:** Director of Grants Information and Management

**FLSA Status:** Exempt

**Organization**

The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) aspires to improve lives by supporting exceptional efforts in the U.S. and around the world in health and select place-based initiatives. Helmsley strives to make a meaningful impact in its focus areas, matching its significant financial assets with a rigorous and results-oriented approach. Helmsley is committed to close and productive partnerships with its grantees, as well as with other funders and impact players in government, academia, and the private sector who share its interests and goals. Above all, Helmsley endeavors to be forward-thinking in every aspect of its work and will take risks that others cannot or will not take when the risk/reward trade-off warrants.

Since 2008, when Helmsley began its active grant making, it has committed more than $3 billion. For more information on Helmsley, please visit [www.helmsleytrust.org](http://www.helmsleytrust.org).

**Position Summary**

The Grants Associate will report to the Director of Grants Information and Management, will work closely with a Grants Manager on the administration and management of a portfolio of Helmsley’s annual grantmaking, and will serve as a liaison in a key inter-department role (i.e. communications, technology, etc.). This will require providing day-to-day and project-based support for the effective and efficient administration of program and operational grants for a wide range of domestic and internationally based grantees.

The Grants Associate is responsible for providing comprehensive grants management, critical thinking on Helmsley’s grantmaking, and fostering good working relationships, both internally and externally. The position requires a high degree of organizational skills, attention to detail, the ability to provide proactive support, complete independent projects, as well as to work in a team environment.

**Responsibilities**

* Review grant applications for completeness and adherence to IRS requirements and internal grantmaking guidelines, for both domestic and international grants. Provide compliance-based review of budgets, financial statements, and progress reports in cooperation with the Grants Manager.
* Lead cross-organizational work for grants management. This can include intensive work across all programs and departments and require grants associates to lead work from inception to implementation and includes change management work with internal and external audiences.
* Work collaboratively with colleagues across Helmsley to develop and support trust-wide initiatives and advance Helmsley’s overall impact. This will include critical thinking and problem solving to advance Helmsley’s grantmaking.
* Disseminate grants management knowledge and expertise to assist other Helmsley programs and departments in achieving their goals.
* Develop training materials and maintain operating procedures for the department.
* Prepare all grant-related correspondence for review including grant agreements, payments, and reporting notifications. Manage any additional correspondence with grantees regarding grant materials, including providing technical assistance for use of Helmsley’s grantmaking system, application items, budget issues, etc., as well as providing project management support about the application/grantmaking process.
* Associates are responsible for data integrity of Helmsley’s grantmaking in its foundation grantmaking system.
* Process grant reporting, modifications, terminations, and closures.
* Conduct reporting for staff and external audiences.
* Manage post-award payments for designated programs.
* Lead by example; be a role model and advocate for Helmsley’s culture of continuous learning and improvement in the pursuit of excellence, embracing a sense of urgency, innovation, and informed risk taking, respecting and valuing the individual, and working and learning together as partners.

**Experience and Qualifications**

* Bachelor’s degree or equivalent work experience
* Minimum of three years’ work experience in a comparable philanthropic role, with demonstrated experience in providing proactive support and working independently
* Attention to detail and strong work ethic critical
* Must have excellent interpersonal, communication, and organizational skills
* Must have the ability to work effectively with a team
* Ability to work independently and collaboratively, while also being proactive
* Requires strong writing, grammar, proofreading, and editing ability
* Proficiency in Microsoft Office required
* Experience with data entry and database management strongly preferred
* Familiarity with foundations and/or the nonprofit sector a plus
* Experience with foundation grantmaking systems (Fluxx) a plus
* Demonstrated experience in successfully managing multiple projects simultaneously

**To Apply**

Please submit cover letter and resume (in PDF format) at [helmsleytrust.org/jobs-helmsley](http://www.helmsleytrust.org/jobs-helmsley). Only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification document form upon hire. Helmsley does not provide visa sponsorship for employment.

**The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**