

Havens Relief Fund Society: Grants/Office Assistant

The Havens Relief Fund Society is a private operating foundation established in 1871. Our mission is to support the self determination of at-risk New York City individuals and families by engaging a network of volunteer community leaders and professionals to make modest one-time grants designed to address a personal financial crisis, improve quality of life, or increase opportunities.

Havens grants are disbursed through a network of appointed volunteer grant makers called Almoners. They are trained by Havens staff and empowered on behalf of the Society to act promptly when faced with a New Yorker in crisis. Last year Almoners disbursed over 2,000 grants totaling approx \$1.8 million reaching over 5,000 individuals and families. These modest grants help keep families intact in their homes and avoid homelessness; ensure children have clothes for school and food on the table while their parents look for work; replace belongings lost or damaged in a fire, and assist domestic violence survivors in finding a safe place to live.

Position Description:

This is a new part-time nonexempt position at Havens, and will join the existing team of two full-time program staff and one part-time Controller. The new Grants/Office Assistant will work closely with existing staff to provide both grants and office administration support. The position will report to the Executive Director, but will also have various task supervision from the Program Manager and Controller.

Grants Administration

- Periodically review and reconcile grant reports to ensure data accuracy as well as update Almoner information in the database when needed.
- Work with Program Manager and Controller to ensure grant funds are properly allocated across budget lines each month.
- Work with staff to ensure timely, thorough review of all grant reports and reconcile to bank accounts at the end of the annual cycle in the fall.
- Maintain systems for tracking restricted funds as requested.
- Provide back-up support to staff out of the office as needed.

Office Administration

- Support Executive Director and Program Manager with administrative tasks such as answering phones, mailings, credit card reconciling, file archiving, invoice processing, donor correspondence, and other tasks as assigned.
- Maintain office supplies and equipment, including managing vendor relationships and coordinating with office building.
- Update and maintain internal office filing systems for program and accounting (paper and digital).

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- Update and maintain tracking of organizations' off-site archives.
- Provide administrative and logistical support for Board meetings, special events, and fundraising campaigns, including mailings, calendaring, document preparation, and day-of assistance.
- Perform other duties and responsibilities as requested.

Desired Qualifications and Experience:

- A minimum of 3 years relevant office work experience required. Familiarity with the New York City nonprofit social services or philanthropic sectors a plus.
- Bachelor's degree strongly preferred.
- Organized and detail-oriented. Excellent organizational, time and workflow management skills.
- Handle confidential and sensitive information with the highest level of discretion and professionalism.
- Excellent interpersonal and relationship building skills. Enthusiasm and empathy a plus.
- Thrives in a collaborative, hands-on, small office environment.
- Ability to work effectively both independently and as part of a small team.
- Solid computer skills, with a strong command of Microsoft Office and Google Suite programs. Experience with Donor Perfect a plus.

Working Conditions: This part-time nonexempt position is based at the Havens' Morningside Heights office in Manhattan 20 hours per week, Tuesday-Thursday. There is flexibility in setting daily start and end times within those days. Remote work is not currently available for this position. Additionally, the role requires flexibility to work additional hours and evenings for events and meetings at least twice a year.

Salary and Benefits: The pay is \$30-32/hour depending on experience. The following benefits are available for this part-time position: accrued paid sick time, earned time off (after probationary period), and 403(b) retirement plan.

To Apply: Please send a cover letter and resume to Executive Director Allison McDermott at amcdermott@havensfund.org, subject line "Grants/Office Assistant". Applications will be considered on a rolling basis. Please note that only candidates selected for an interview will be contacted.

Havens Relief Fund Society is an equal opportunity employer and all interested individuals are encouraged to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation.