

## **Job Posting**

### **Kirsh Philanthropies LLC**

Role: Grants Administrator

Location: New York, NY (on-site Monday-Thursday, remote Fridays)

Salary: \$80,000-\$100,000 per annum (+ benefits)

Reporting to: Grants Management Director

#### **About Kirsh Philanthropies**

Kirsh Philanthropies' portfolio includes a range of philanthropic initiatives across Southern Africa, Israel, the UK, and the US. It focuses on providing essential building blocks to vulnerable populations in southern Africa as well as furthering the safety and vibrancy of Jewish communities around the world, with an emphasis on providing "fishing rods rather than fish" to promote initiatives with longer-term sustainability. Kirsh Philanthropies has deep ties to the various communities in which it is active and works constantly to be responsive to the changing needs of its beneficiaries.

#### **About this role**

The Kirsh Philanthropies team is a global collective that oversees a significant philanthropic portfolio across multiple continents. The team includes experienced grants managers with a deep understanding of philanthropy and an operations team whose work ensures the seamless administration and execution of grants. The Operations Team consists of the Chief Operating Officer, Grants Management Director, who leads day-to-day grants operations, Grants Operations and System Manager, and Grants Administrators. Together, the team focuses on optimizing the grants management database, streamlining administrative processes for both grants managers and grantees, enhancing workflows, and ensuring compliance and meticulous recordkeeping. The Grants Administrator will be pivotal in supporting the efficient administration of the grant-making process across a team that spans multiple countries. With a small but highly effective team, the Grants Administrator position is crucial to ensuring the efficient distribution of high-impact grants.

#### **Key Responsibilities and Duties**

### *Grant Processing & Operations*

- Execute daily grantmaking tasks across assigned portfolios: data entry, collecting and verifying information from grantees, tracking grants throughout the approval process, identifying obstacles to grant approvals, generating grant agreements and obtaining signatures.
- Review grant documentation for completeness and liaise with staff and grantees to secure missing or updated information.
- Maintain and update the Foundation's grants management system to ensure consistency and standardization across the portfolio.
- Conduct routine audits of historical and active grant records to identify and correct inconsistencies and enhance operational efficiency.

### *Compliance & Data Quality*

- Conduct standard due-diligence reviews to ensure grant requests comply with internal operations policies and requirements, using verification databases when relevant.
- Flag potential compliance issues and coordinate follow-up with Program Officers and other relevant staff.
- Maintain data integrity by maintaining accurate records, with a strong emphasis on precision and detail-oriented quality control.

### *Training & Support*

- Provide onboarding and ongoing training for staff on grantmaking workflows, systems, policies, and tools to support consistent and compliant use.
- Offer technical assistance to grantees and team members on workflow processes.
- Contribute to the development and maintenance of internal grants manuals, guidance documents, templates, and process documentation.

### *Collaboration & Operational Excellence*

- Work closely with team members to support accurate and timely grant administration.
- Provide accurate data and status updates to support internal reports, for the Advisory Board and leadership team.
- Participate in special projects or process-improvement initiatives; demonstrate adaptability and commitment to continuous improvement.

### **Candidate Requirements and Personal Attributes**

- Prior experience working in administrative or operations roles, with a strong interest in developing these skills and learning about philanthropy.
- At least **2** years of experience in philanthropy or non-profit sectors.
- Experience with grants management systems (preferably Fluxx) or donor management systems; project management software experience is a plus.
- Team player who takes pride in contributing to the team's success.
- Excellent oral and written communication.

- Professional demeanor and strong interpersonal skills.
- High level of personal responsibility, integrity, and accountability.
- Discretion in handling confidential and sensitive information.
- Ability to see even the smallest tasks as part of larger successes.
- Interest in learning best practices for grantmaking.
- Highly organized with the ability to manage multiple projects, deadlines, and inquiries simultaneously.
- Well-suited for a small-office environment that values flexibility, cooperation, a good sense of humor, and resourcefulness.
- Takes responsibility for mistakes and learns from them.
- Willing and able to take initiative, problem solve, and own projects.

## **Benefits and Compensation**

Kirsh Philanthropies offers a competitive compensation and benefits package including medical, dental, and vision health insurance, retirement benefits, and generous paid and sick leave.

Kirsh Philanthropies is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status, or any other category protected by applicable federal, state, or local laws.

The company is an at-will employer, as allowed by applicable state law. Regardless of any provision in this application, if hired, the company or employee may terminate the employment relationship at any time, for any reason, with or without cause or notice.

## **How to Apply**

Please email your resume and cover letter to Shira Hudson, Internal Operations Director, at [shira@kirshphilanthropies.com](mailto:shira@kirshphilanthropies.com).