

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

- Manage day-to-day grantmaking operations across assigned portfolios, including data entry, grantee outreach, documentation collection, and tracking grants through all stages of the approval process. Generate grant agreements, coordinate signature collection, and verify completeness of all grant documentation.
- 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

- Review grant requests against internal policies and requirements, applying country-specific due diligence standards and leveraging publicly available databases and online resources.
- Apply strong attention to detail to identify nuanced complexities and develop practical solutions, including cases that may require additional scrutiny or escalation.
- Identify and flag potential compliance issues, coordinating follow-up with Program Officers and relevant staff.
- Maintain data integrity through accurate recordkeeping, with a strong emphasis on precision and quality control.
- Analyze and reconcile data and prepare clear, accessible reports to support board meeting preparation and inform diverse audiences.

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.
- Strong proficiency in Excel and preferred experience in data analysis and reconciliation
- Experience with grants management systems (preferably Fluxx) or donor management systems; project management software experience is a plus.
- Impeccable attention to detail and follow-through, with the ability to manage multiple projects and deadlines simultaneously, anticipate needs proactively, and take initiative and ownership over their work.
- Excellent oral and written communication.
- Professional demeanor and strong interpersonal skills.
- High level of personal integrity and accountability, with the ability to take ownership of mistakes and learn from them.
- Discretion in handling confidential and sensitive information.

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.