**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 Operations Manager

**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 is led by the Global CFO, followed by the Grants Operations Manager, and then the Grants Administrator. Together, the team will focus 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**

1. **Process & System Management:**
   * Support the Grants Operations Manager to maintain and optimize the Fluxx database and system performance
   * Collaborate with Fluxx software consultants on fixes and updates
   * Support the entire lifecycle of the grant-making process
   * Inform grantees about the grant approval process and collect required information
   * Input grant details, upload supporting documents, and alert the grantee or grant manager if information is missing
   * Monitor grant progression
   * Troubleshoot obstacles or delays

* Perform internal due diligence review of every grant recommendation
* Coordinate between the various stakeholders involved in the review and approval of grants
* Liaise with grantees to collect required information and forms and execute grant agreements
* Support initiatives to streamline workflows and enhance technology tools used in grantmaking
* Support efforts to ensure the grantmaking process includes safeguards to meet all compliance requirements

1. **Training**:
   * Help the Grants Operations Manager develop training for internal staff and/or grantees on the grant application process, requirements, and best practices and offer ongoing support as needed
   * Assist with maintaining up-to-date training and reference materials for staff and grantees
2. **Compliance & Reporting:**
   * Ensure that grant recommendations meet the organization’s compliance standards
   * Participate in quarterly grant reconciliations
   * Assist in preparing monthly and quarterly grant reports from Fluxx
   * Assist with data collection for board meeting presentations, progress updates, and annual reports
3. **Training and Support**:

* Train internal staff on the grant recommendation process, requirements, and best practices and offer ongoing support.
* Develop and maintain up-to-date training and reference materials for staff and grantees
* Meet regularly with the Global Team and trustee compliance personnel
* Work with the Global CFO to prepare philanthropic budgets
* Support program staff in monitoring and evaluating program strategies and grantmaking
* Day-to-day support of the Grants Operations Manager and programmatic grant managers

Overall, the Grants Administrator works closely with the Grant Operations Manager to ensure the administrative side of grant-making runs efficiently, allowing the organization to focus on its mission-driven work.

The role will include a wide range of tasks, large and small. Attention to detail, systems-mindedness, a high degree of self-motivation, and the ability to creatively problem-solve are essential for working with our highly collaborative, fun, and mission-focused team.

**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).