

Laurie M. Tisch Illumination Fund

Job Posting

5/8/2025

Grants and Office Administrator

Department: Administration

Reports to: Executive Director

FLSA Status: Exempt

Location: New York, NY

About the Laurie M. Tisch Illumination Fund

The Laurie M. Tisch Illumination Fund is a New York City-based foundation committed to increasing access and opportunity for all New Yorkers. We support initiatives that foster healthy communities, increase access to the arts, and promote civic engagement.

Position Overview

The Grants and Office Administrator plays a central role in the day-to-day operations of the foundation, processing proposals and grants through their full lifecycle and ensuring smooth and efficient office administration. This is a dynamic, hands-on role suited for someone highly organized, detail-oriented, and passionate about supporting philanthropic work in a collaborative, mission-driven environment. The Foundation's small office environment requires the candidate to be a team player who has the ability to build strong working relationships and assist with a variety of assignments at all levels. Currently most days are in office, with an option to work from home on specific days.

Key Responsibilities

Grants Administration

- Manage the full grants process: intake, data entry, tracking, processing, reporting, communications with grantees and applicants, and filing.
- Maintain accurate records in the grants management system and draft documentation such as agreements, internal reports, and correspondence.
- Coordinate with the Tisch family office finance team to process grant payments, other payments, and invoices.
- Conduct ad-hoc and routine data reporting requests from the grants management system for external audiences and to support staff decision making.

Office Management

- General administrative functions including telephone and receptionist duties, handling of mail and package delivery; overseeing vendor relationships, maintaining equipment, monitoring office inventory, ordering necessary food and supplies, and ensuring that all materials and equipment are readily available and operational.
- Serve as liaison to IT and A/V providers for technology support.
- Handle incoming/outgoing communications, invoices, inquiries, and general administrative tasks.
- Streamline and maintain shared contact databases, online files, and physical files.
- Liaise with building management and operations.

Team Support

- Provide administrative assistance, including assisting with scheduling meetings, handling event/conference registrations, and supporting team projects as needed.
- Plan and execute logistics for internal meetings, small events and gatherings.
- Support the preparation of presentations, reports, and board meeting materials.
- Maintain inventory and distribute publications externally.
- Assist with special projects and general administrative needs as they arise.

Events & Communications Support

- Coordinate logistics for foundation-hosted internal and external events and meetings, including invitation lists, invitations, RSVPs, venue prep, catering, visitor registration, and materials.
- Plan and coordinate office exhibitions.
- Manage website updates, identify opportunities for fresh content and social media posts.
- Support implementation of other communications projects.

Qualifications, Skills, and Abilities

- Bachelor's degree or equivalent experience.
- Minimum of 5 years of relevant administrative and/or grants management experience, ideally within philanthropy or another grantmaking entity.
- Exceptional organizational skills and attention to detail.
- Excellent project management and time management skills; ability to multitask and manage multiple projects, deadlines, and inquiries simultaneously and follow through independently.
- Outstanding written, verbal and communication skills, with the ability to draft and proofread documents with detail orientation.
- Extensive knowledge and experience working with Microsoft Office programs (Word, Excel, Outlook, PowerPoint); experience with grants management software preferred.
- Website management experience.
- Collegial, flexible, and collaborative workstyle, with the ability to work effectively as part of a team.

- Must be able and willing to identify and take initiative to solve problems and improve systems at their own direction.

The foundation values diversity and inclusion, is an equal opportunity employer, and does not discriminate based on race, color, religion, gender, national origin, age, or disability.

Salary range: \$95,000-\$115,000

Submit letter and resume to: info@lmtif.org

Deadline: May 30, 2025