

**Job Title: Grants Manager/Administrator**

**Location:** New York, NY

**Term:** Full-time, Exempt Position

### **About the Foundation**

At The Starr Foundation, we believe philanthropy is about building partnerships, creating opportunities, sustaining collaborations, and investing in the future. We support organizations with strong leadership and the capacity to address complex challenges with durable results, including advancing medical research, improving access to education, upgrading delivery of basic social services, and fostering mutual understanding across cultures and fields. For more information, please visit our website at [starrfoundation.org](http://starrfoundation.org).

### **Working at the Foundation**

The Foundation has a distinct collegial and professional culture. We are a small, long-standing team that values respectful relationships, trust, and a warm, positive workplace. Because we maintain a lean operational structure, staff members often contribute across roles and manage multiple priorities with flexibility, initiative, and a can-do attitude.

We are seeking candidates who are adaptable, detail-oriented, and who embrace high standards of excellence, goal setting, and accountability. In this role, the successful candidate will build collaborative relationships with all members of our staff and have the poise and judgment to liaise with the offices of C-suite executives outside of the Foundation. They will also communicate with grantee organizations of all sizes and represent the Foundation with professionalism and respect. Above all, staff are dedicated stewards of C.V. Starr's legacy and the mission of The Starr Foundation.

### **Position Overview**

The Grants Manager/Administrator will oversee all aspects of the grants process, manage the Foundation's grants database, and support the Foundation's program team. The Grants Manager/Administrator will also work closely with the program staff and administrative team.

This is an in-office, 5 days per week, full-time exempt position. The Foundation does not offer hybrid work arrangements, but strives to be flexible and accommodate individual circumstances as needed.

### **Key Responsibilities**

- Oversee and maintain GivingData, the Foundation's grants management system, ensuring accurate, updated, and complete records of all Foundation grant-making.
- Manage all aspects of the grant lifecycle, including but not limited to gathering information at the proposal stage, managing the approval process, administering award notifications and payment schedules, data entry, and tracking reporting and other deadlines.
- Monitor GivingData to ensure accuracy and completeness of all data and documents; perform periodic audits.
- Liaise with the program team and grantee organizations regarding submission of proposals, progress reports, and other grant-related materials.
- Serve as the primary contact for requests for grants data from Foundation leadership and the program team.

- Work collaboratively with the Foundation's finance team to ensure accurate accounting for grant payments.
- Prepare materials for presentation at Board meetings; draft reports and other materials for internal and external use.
- Implement requested GivingData updates, manage grant-making workflow, and build templates.
- Provide staff training and support for the use of GivingData and maintain up-to-date written guides for all grant-making activities.
- Perform other duties as assigned to support the smooth functioning of the Foundation's team.

### **Qualifications**

- Bachelor's degree required.
- At least 3-4 years of professional work experience in grants administration.
- Proficiency in data management and database systems; experience with grants management systems is required (preferably GivingData).
- Strong analytical, problem-solving, and organizational skills with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills.
- Comfortable working independently and equally committed to collaboration with a small, fast-paced team that is respectful of and attentive to deadlines.
- Detail-oriented, adaptable, and a learning mindset.
- Proficiency in Microsoft Office Suite.

### **Compensation & Benefits**

The salary range will be \$100,000 - \$125,000, commensurate with experience, along with a competitive benefits package that features:

- A 401(k) retirement savings plan, including an employer match and additional employer nonelective contributions.
- Comprehensive insurance coverage, including medical, dental, vision, life and accidental death, and disability.
- Paid time off benefits, including holidays, vacation, personal, and sick days.
- An employee matching gifts program.

### **Application Instructions**

To apply, please submit a resume and cover letter detailing your interest in this position and in working at The Starr Foundation, and how your professional experience relates to the qualifications or responsibilities of this position. Applications should be emailed to [info@starrfoundation.org](mailto:info@starrfoundation.org) with the subject line: *Grants Manager/Administrator – [Your Name]*. Application materials should be submitted as a single PDF attachment. Applications will be reviewed on a rolling basis until the position is filled. Please note that while all complete applications will be reviewed, we will only contact you if we decide to move forward with your candidacy for the role.