

**LISA AND DOUGLAS GOLDMAN FUND**  
**Executive and Grants Assistant**

The Lisa and Douglas Goldman Fund supports charitable organizations that enhance our society. The Fund strives to be responsive and flexible and to make informed and responsible grants within its program areas, which include: Democracy and Civil Liberties, Education and Literacy, Environment, Health, the Jewish Community, Reproductive Health and Rights, and San Francisco Bay Area Institutions and Projects. For additional information about the Lisa and Douglas Goldman Fund, please visit [www.ldgfund.org](http://www.ldgfund.org).

**Report to:** Executive Director

This position includes, but is not limited to, the responsibilities below:

**Responsibilities**

- Provide administrative support to executive director and program officers, including filing, copying, maintaining calendars, and other clerical tasks.
- Manage grants database, including entering data, creating reports, scheduling grant payments, and overseeing online grant application process.
- Generate and send correspondence to grantees and applicants.
- Prepare docket for quarterly board meetings.
- Coordinate arrangements for meetings, including arranging catering, setting and cleaning-up.
- Assist executive director with implementation of employee benefits program.
- Serve as liaison to IT consultant, auditor, accountant, bookkeeper, payroll service, and other vendors.
- Prepare and upload content to Fund's website.
- Receptionist duties, including answering phone calls, responding to general inquiries (email/phone), and greeting guests.
- Coordinate with Board members' assistants and staff.
- Open and distribute mail; post outgoing mail.
- Undertake special projects as assigned or initiated.
- Contribute to the overall staff effort.

**Qualifications**

- 3+ years administrative or related experience.
- Ability to multi-task and work independently.
- Excellent analytical and communication skills.
- Strong time management skills and ability to prioritize work.
- Proficient computer skills, in particular Microsoft Word/Excel/Outlook, Adobe, database management (MicroEdge GIFTS Online/Alta, a plus), and WordPress.
- Organized, punctual, and attentive to details.
- High sense of integrity and ability to maintain confidentiality.
- Flexible, creative, and a sense of humor.
- Desire to work as an integral part of a four-person office.
- Some experience with finance and human resources a plus.
- Interest in issues that the foundation supports.

**Compensation**

The Lisa and Douglas Goldman Fund offers a competitive salary commensurate with experience and a robust benefits package.

**Application Process**

Please send a cover letter and resume by February 24, 2017 to: [officeadmin@ldgfund.org](mailto:officeadmin@ldgfund.org), Include *Executive and Grants Assistant* in the subject line.

No phone calls please. EOE.