

**LISA AND DOUGLAS GOLDMAN FUND**  
**Grants Administrator/Administrative 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).

**Position Description**

The Grants Administrator/Administrative Assistant is an integral part of the organization, working collaboratively with staff, Board, and others to carry out the mission of the Lisa and Douglas Goldman Fund. This is a hybrid position that includes management of grantmaking operations, including grantmaking systems, data, and compliance; administration of daily office functions; and support for staff, Board, grantees, and finance operations. This position is non-exempt and reports to the executive director.

Responsibilities include, but are not limited to, the following:

**Grants Administration**

- Manage grants database (GIFTS Online)
- Oversee online grant application process
- Generate correspondence related to grant awards, payments, and inquiries
- Create grant and budget reports
- Prepare docket for quarterly board meetings
- Work with bookkeeper to process grant payments
- Prepare reports and support information for annual audit
- Manage Annual Grants process
- Receive and track grantee reports and agreements
- Organize and maintain grant files
- Maintain website, including updating content and grants database
- Undertake special projects as assigned or initiated
- Contribute to the overall staff effort

**Administrative Responsibilities**

- Greet guests, answer phones, and register guests with security
- Maintain office calendar and schedule meetings for Executive Director and program staff
- Coordinate Board and other meetings, including catering, set-up, and clean-up
- Maintain a safe, clean, and pleasant working environment by overseeing equipment, purchasing and organizing supplies as needed, and arranging necessary maintenance and repairs
- Serve as liaison to consultants and vendors and manage contracts and agreements
- Review and coordinate payment of invoices
- Administer safety, security, and emergency procedures
- Oversee incoming and outgoing mail and deliveries
- Assist executive director with human resources and employee benefits
- Manage subscriptions, memberships, etc.
- Maintain kitchen and supplies

## **Skills + Experience**

- High sense of integrity and ability to maintain discretion, professionalism, and confidentiality
- Excellent analytical and organizational skills and attention to detail
- Outstanding interpersonal and verbal and written communication skills
- Ability to prioritize, handle multiple assignments, and meet deadlines
- Ability to work independently, be resourceful, and collaborate
- Proficiency in Microsoft Office, database management (experience with GIFTS Online a plus), WordPress
- Organized, efficient, and flexible
- Desire to work as an integral part of a small staff
- Some experience with grant-making, database management, and basic finance
- Interest in issues that the foundation supports

## **Qualifications**

- Bachelor's degree and a minimum of 3 years substantive administrative experience

## **Compensation**

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

## **Application Process**

Please do not contact the Lisa and Douglas Goldman Fund directly. Please write a brief and thoughtful cover letter as to how your experience matches the needs of this position and send to [applicants@unsworthpersonnel.com](mailto:applicants@unsworthpersonnel.com). Your interest is deeply appreciated and we look forward to receiving your application. Thank you!