

**LISA AND DOUGLAS GOLDMAN FUND**  
**Grants and Operations Administrator**

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 and Operations Administrator 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 position 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 all aspects of grants database (Blackbaud Grantmaking)
- 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 grant reports and support information for annual audit
- Manage Annual Grants process
- Receive and track grantee reports and agreements
- Organize and maintain filing system
- Maintain website, including updating content and grants database
- Undertake special projects as assigned or initiated
- Contribute to the overall staff effort

**Office Administration**

- Manage office operations, including; mail and deliveries; equipment and supplies; vendor contracts and agreements; review and payment of invoices; subscriptions and memberships; and safety, security, and emergency procedures
- Assist executive director with payroll and employee benefits administration
- General administrative duties, including: answering phone, greeting guests, maintaining office calendar, scheduling and setting up meetings
- Serve as liaison to consultants, vendors, and landlord

**Skills + Experience**

- High sense of integrity and ability to maintain discretion, professionalism, and confidentiality
- Excellent analytical and organizational skills
- Strong 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
- Experience in database management (Blackbaud Grantmaking, a plus) and basic finance
- Proficiency in Microsoft Office, Adobe Acrobat, and WordPress
- Organized, efficient, and flexible
- Desire to work as an integral part of a small staff
- Interest in issues that the foundation supports
- Foundation experience a plus

**Qualifications**

- Bachelor's degree and a minimum of 5 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. Send a resume and brief cover letter describing how your experience matches the needs of this position to [grantsmanager@ldgfund.org](mailto:grantsmanager@ldgfund.org). We appreciate your interest and look forward to receiving your application. Thank you!