

Job Description

Position Title: Grants Manager/Executive Assistant

The Brinson Foundation

The Brinson Foundation is a private family foundation, which has been supporting the areas of education and scientific research for over 20 years. The Foundation prioritizes supporting motivated people to reach their full potential and believes in the values of perseverance, truth and integrity.

The Foundation awards over \$6 million in grants to a portfolio of over 100 nonprofits annually with an average length of grant of over 12 years. The Foundation is governed by a family Board of five, is managed by a staff of four and is located in Chicago on the Magnificent Mile. More information is available on the Foundation's website: brinsonfoundation.org and annual report: brinsonfoundation.org/resources/

Role of Grants Manager/Executive Assistant

The Brinson Foundation is seeking to hire a highly qualified candidate with excellent communication, database, analytic and administrative skills to fill a full-time Grants Manager/Executive Assistant position. Prior foundation or other relevant nonprofit experience is preferred, but not required.

The candidate must have the ability to interact with a variety of external and internal audiences, including Foundation and family office staff, Board and nonprofit representatives. 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. The candidate must be self-motivated, detail-oriented and consistently exhibit good judgment and integrity.

The Grants Manager/Executive Assistant position is often the first point of contact for grantees and the public, providing information on the Foundation's guidelines, grant proposal procedures and orienting applicants to the Foundation's processes. This position is responsible for knowing, managing and documenting the evolving grantmaking details for all of the Foundation's grantees, developing appropriate communication materials for current grantees and distinguished scientists, coordinating grantseeker inquiries, monitoring grantmaking deadlines and using software to track grant applications, payments and reports. Other responsibilities include liaising with the Board and providing administrative oversight of the Foundation's daily activities.

The Foundation is particularly interested in candidates who are motivated by ongoing professional development and a long-term career opportunity at the Foundation.

Responsibilities

On an annual basis, the Grants Manager/Executive Assistant will work with the President to develop specific goals that are consistent with those of the Foundation. In addition to addressing these goals and handling such other special projects as may be assigned from time to time by other staff, the Grants Manager/Executive Assistant will have the following specific responsibilities:

- Create and maintain official grantee files and other important files that satisfy legal, auditing and Foundation requirements
- Track, record and ensure the accuracy of internal records regarding grant inquiries, declinations, applications, approvals, payments and balances
- Prepare reports for staff and Board regarding the level and nature of past and anticipated future grantmaking activities
- Coordinate communications and meetings with internal staff, grantseekers and grantees
- Arrange stipends/reimbursement and manage RSVPs for participants in Foundation-organized initiatives
- Assist with preparation of Board meeting materials and arrange for catering, attend semi-annual Board meetings and occasional dinner meetings and prepare minutes
- Assist with the preparation and review of Annual Report and website content
- Act as primary liaison with the Office Manager
- Various administrative tasks, including answering door, telephone and email inquiries; drafting routine correspondence; maintaining Foundation calendar, contacts and mailing lists; planning special events; preparing expense reports; managing petty cash; and ordering and tracking office supplies

Competencies and Skills

- Advanced computer and office skills
- Proven analytical abilities and skills in database selection, implementation and management
- IT/small network administration experience (beneficial, but not required)
- Strong organizational skills with ability to multi-task
- Drive to think creatively and offer suggestions to improve administrative processes
- Excellent verbal and written communication skills; ability to professionally communicate with highly distinguished scientists and nonprofit leaders
- Ability to work autonomously and under supervision when necessary
- Exceptional attention to detail and deadlines; dedicated proofreader
- Demonstrated ability to work well in a small-team context

Work Schedule

- Full-time, 40 hours/week
- In-office at 737 N. Michigan Avenue in Chicago (remote work is not offered)
- Infrequent domestic travel (1-2 conferences per year) and evening work may be required for occasional Foundation events
- Position starts immediately

Compensation and Benefits

- Salary range: \$80,000 - \$90,000 per year
- Bonus compensation is discretionary and performance-based
- Comprehensive benefits package includes health and life insurance; medical, vision and dental insurance; 401(k) retirement plan; and generous paid time off

To Apply

Qualified candidates should submit a cover letter and resume by July 15th to:

Christy Uchida

President

The Brinson Foundation

737 North Michigan Avenue, Suite 1850

Chicago, IL 60611

christy.uchida@brinsonfoundation.org

The Brinson Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.