

GRANTS ADMINISTRATOR JOB DESCRIPTION

CLASSIFICATION: Admin. Assistant (Union)	SALARY: \$47,500+ DOE/DOQ
DEPARTMENT: Development	FLSA STATUS: Non-Exempt
REPORTS TO: Database Manager	

Summary: Bet Tzedek, the House of Justice, is one of Los Angeles County’s premier nonprofit legal aid organizations and provides free legal assistance to more than 40,000 people annually. Bet Tzedek is hiring a Grants Assistant to join our dynamic grants team, which plans to raise over \$6.5M in public and private grants in 2020. We’re looking for a mission-driven, detail-oriented administrative assistant to contribute to the team’s success. This position reports to the Database Manager.

Essential Duties and Responsibilities:

- At the direction of the Database Manager, ensures program data entry is consistent, and data reporting is accurate.
- Provides administrative assistance to all members of the Institutional Giving team, including maintaining the grants department calendar and archives, coordinating meetings with program staff, and preparing data for grant reports and program goal tracking.
- Assists in preparation of appropriate supporting documentation for funder audits and helps to coordinate funder site visits.
- Attends staff and department meetings.
- Performs other duties as assigned.

Competencies:

- Ability to complete complex and long-term projects with strong organizational skills and attention to detail in a deadline-driven environment
- Relationship management skills; able to interact professionally and respectfully with a diverse population of stakeholders, colleagues and potential or current funders.
- Research and analysis skills.
- Strong computer proficiency in: MS Office Suite, Raiser’s Edge and/or RE NXT; Legal Server, Relational databases, internet research search engines preferred.

Qualifications:

- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most required.
- Prior nonprofit experience, working in development or grants management preferred.
- Willingness and ability to work occasional evenings and weekends as needed.

How to Apply: E-mail a cover letter and a resume to resume@bettzedek.org subject line: GRANTS ADMINISTRATOR. Resumes submitted without a cover letter will not be considered.

Please, no phone calls.

To best serve our communities, Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.