Associate, Grants Administration

REPORTS TO: Manager, Gifts & Grants Administration
DATE: March 17, 2020
APPLICATIONS DUE: Open Until Filled
VISIT US ONLINE: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy
Greater Seattle is changing and growing, and so is Seattle Foundation. “The heart and science of philanthropy” is the intersection of passion and discipline to create lasting change. As the community’s foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however, our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving, and going the extra mile in service of our philanthropic partners and the broader community. We’re in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What’s the Opportunity?

Are you looking to help make an impact in the Greater Seattle region? Come join our Finance & Operations team as an Associate, Grants Administrator. This position supports all aspects of grant compliance, including conducting due diligence on grantees and administration all of SeaFdn's grantmaking programs.

As an Associate, Grants Administrator you will:

• Support the non-discretionary grants process life cycle (data entry, review, transmittal letters)
• Perform due diligence on nonprofit organizations for grant-making or at donor’s request
• Prepare and execute the processing of grants
What Are We Looking For?

Preference will be given to candidates with the knowledge and demonstrated experience in:

- Bachelor degree with an emphasis on accounting or business or relevant work experience in the field
- 1-3 years’ experience in grants administration
- 1-3 years’ experience in nonprofit finance or tax accounting

We are also looking for:

- Goal-oriented pro-active self-starter with the ability to work independently and approach challenges with a high degree of adaptability
- Strong written and oral communication
- Attention to detail
- Knowledge of nonprofit management and finances
- Exceptional customer service orientation
- Excellent communication skills, personal maturity and ability to engage in self-observation and improvement
- Comfort and facility with effective collaboration demonstrated the ability to engage a wide range of stakeholders
- A high degree of personal and professional integrity with the ability to work with confidential information
- Practical working knowledge of Blackbaud modules including; Raisers Edge, GrantedGE and Financial Edge (RE, GE & FE)
- Working knowledge of MSFT Office products, power-user in Excel
- Ability to occasionally work outside of core business hours (early morning, evening, occasional weekends) during the audit and other all-Foundation events

What Can You Expect?

A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision and long-term disability); a generous retirement plan match; and vacation/sick leave.

What are the Physical Demands and Working Conditions?

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

**How Do I Apply?**

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send a cover letter and resume to hr@seattlefoundation.org. The position is open until filled.