

The Mary Morton Parsons Foundation Foundation Assistant Job Description

The Foundation Assistant provides administrative and grants management support to the Foundation office to ensure efficiency of operations, effective delivery of grantmaking and, to provide high-quality services to the Board of Directors, nonprofits, and community partners. The Assistant reports directly to the Executive Director and interacts with board members, nonprofit agency applicants, and grantees. The position requires strong organization, communication and writing composition skills as well as attention to detail.

This work is conducted on a part-time, hybrid and flexible schedule averaging 25 hours weekly, with at least two days from the MMP office in Henrico. All work is to be conducted during normal business hours (M-F, 9-5).

DUTIES AND RESPONSIBILITIES

Responsible for all administrative functions related to Foundation grantmaking and the grants management process. Create and monitor application and review processes, provide initial and ongoing communication with applicants, provide technical support to applicants, and ensure consistent grant processing, tracking, and compliance. May assist in developing written grant recommendations for Board of Directors' consideration.

Working with Executive Director, performs management duties throughout the grant lifecycle including award notifications and payments, pertinent grant agreements, maintaining schedule of grantee reporting deadlines and ensuring grantee compliance. Assist in developing periodic program reports, content spreadsheets, grant payout planning, and other grants related documents as needed. Maintain and verify all historic documents. Initiating process improvement and/or summary analyses is highly encouraged. Spearhead and lead special projects as assigned by the Executive Director to advance the strategic priorities of the Foundation.

Respond to general requests for information about grantmaking programs; assist in updating information on Foundation's website and/or program information materials. Maintain and update grantmaking procedure manual and grant cycle timelines. Assist in researching community issues and organizations to support Parsons Foundation funding priorities and community engagement. Attend occasional nonprofit site visits with the Executive Director and take minutes at board meetings twice a year.

OFFICE MANAGEMENT

Support the office including purchasing of supplies and equipment. Open, sort and route all incoming Foundation correspondence and process outgoing mail. File all legal, insurance, board, grant and financial documents. Maintain electronic and paper filing systems. Assemble financial information as required for preparation of annual 990PF and audit and quarterly report for bookkeeper. Act as the liaison with outside vendors to include banking partner, bookkeeper, auditor, IT consultant, Web designer, and grants management software company.

Expected proficiency in Microsoft Word, Excel and managing files in Google Docs and SharePoint. Experience in database administration preferred.

Contact Amy Nisenson, Executive Director to apply
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