



COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

Job Opening: Grants Administrator

March 1, 2024

Job Title: Grants Administrator

Supervisor: Program Staff

Hours: 8:30-4:30 M-F, with paid lunch, some evenings for meetings/events

Location: Foundation office, 216 Franklin St., Johnstown PA. This is not a work-remote position.

Rate: Full-time with generous benefits; \$30,000-\$35,000 annual salary depending on experience

Core Responsibilities

- Correspondence with grantees, potential applicants, fund representatives, and donors
- Filing grant paperwork
- Grant thank you reminders and tracking
- Provide support for Program Officers
- Create and manage processes and reports in our online grant application system
- Maintain database profiles to reflect grantee contact information, reporting info, etc.
- Manage all grant distributions
- Run report of distribution approvals for board packages
- Primary grant report reminders and delinquent report tracking
- Assist our Distribution Committee with
 - Eligibility determinations for applicants
 - Correspondence with evaluators and committees
 - Development and tracking of the Donor Advised Fund catalog
 - Preparing meeting packets and items for the committees
 - Track and record distribution decisions and meeting minutes

Support and General

- Provide back-up support, as needed, to front desk administrative staff in welcoming guests, answering phones, etc.
- Get to know our donors
- Assist in special events as needed
- Other duties and staff support as needed
- Proactively ask questions and suggest process improvement
- Provide editing/proofreading support, as needed
- Suggest content to Communications Coordinator

Ideal Candidates

- Excellent written and verbal communication skills
- Expertise in Microsoft Office, especially Excel and Word for tasks like mail merging



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- Organized with attention to detail
- Strong time management skills and ability to multi-task
- Strong interpersonal skills, with the ability to anticipate needs and ask questions in a team environment
- Comfortability speaking with others and walking others through processes both on the phone and in-person
- Google Suite expertise
- Bachelor's degree preferred

Other

- This is a full-time, exempt position. Full-time employees regularly work at least a 37.5-hour workweek in a business environment. Exempt employees are not entitled to overtime pay.
- All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

To Apply

Submit one email including cover letter, resume, and three letters of references to Koren Till at ktill@cfalleghenies.org. Applicants will receive an email confirmation upon receipt of requested materials.

Applications will be considered on a first-come basis with a final deadline of **March 22, 2024**.

Our Mission

We empower everyone in our community to understand how their philanthropy can leave a lasting legacy in our region.

Our Vision

We envision an inclusive and engaged culture of philanthropy that grows an abundance of resources that have a perpetual impact in a thriving region.

Our Equity Statement

The Community Foundation for the Alleghenies is committed to working toward a diverse, equitable, and inclusive society, where all individuals feel valued and respected. We are committed to taking a nondiscriminatory approach in our policies and actions, respecting diverse life experiences and heritages, and ensuring that all voices are valued and heard.