The **Benida Group**, located in Buffalo Grove, Illinois is looking for a full-time **Administrative and Grants Assistant** for their philanthropy department.

The position provides administrative support to the Grants Manager and the Foundation Director, as part of a three-person team serving four unique grantmaking foundations**.** This individual participates in handling general office tasks and special projects, assisting foundation staff and board members.

To be successful in this role, you will be highly organized, detail oriented, multi-tasking self-starter and possess excellent written, verbal interpersonal and computer skills.

## RESPONSIBILITIES include, but are not limited to…

* Maintain accurate filing system for four foundations, including electronic and physical files.
* Capture data from grant applications and other communication, and update information into the Blackbaud Grantmaking database to create, modify, and generate reports, merged letters and other documentation used for grantmaking and Board Meeting book creation.
* Research assignments and review grant applications to ensure complete submissions; assist in conducting due diligence.
* Meeting coordination to include scheduling and arranging travel for foundation staff and Board of Directors.
* Board Meeting preparation including generating grant reports, producing electronic and physical board books, ordering food, preparing room, and mailing materials as necessary.
* Prepare/process/merge/track check and wire requests, grant letters, and grant agreements and reconcile financial data with accounting department.
* Maintain, update, merge, and utilize foundations’ various templates for correspondence, grant agreements, payment letters, and reports.
* General administrative duties.

**QUALIFICATIONS**

* College degree preferred and must possess 3+ years of administrative experience, preferably with a not-for-profit organization.
* Strong computer skills, including experience with databases (preferably Blackbaud), Adobe Acrobat, and MS Office Suite.
* Problem-solving, self-starter.
* Discreet in handling confidential matters.

**EO STATEMENT & DISCLAIMER**

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Interested candidates should forward their resume with cover letter or request for additional information to** [**Hrdept@benida.com**](mailto:Hrdept@benida.com)**.**