

POSITION DESCRIPTION

Grants Administration Assistant

Location: New York, NY

About The Starr Foundation

The Starr Foundation (the “Foundation”) is a New York-based private charitable foundation established in 1955 by Cornelius Vander Starr, an insurance entrepreneur who founded C.V. Starr & Co., Inc. The Foundation makes charitable grants on a national and international basis in a number of areas, including education, medicine and healthcare, human needs, public policy, culture, and the environment.

About the Position

We seek a full-time Grants Administration Assistant to support the Director, Program and Grants Administration as well as other staff in a wide array of administrative and analytical capacities. We are seeking a self-motivated, high-performing, and congenial colleague who is able to work in a collaborative work environment. The ideal candidate will be a self-starter with excellent interpersonal and computer skills and the ability to interact with staff, board members, grantees, guests, and vendors. Success in this position will require resourcefulness, versatility, and an ability to juggle multiple tasks and projects at a time. Main duties include, but are not limited to:

Specific—Administrative Support to Director, Program and Grants Administration:

- Act as a point of contact for grant-related inquiries and respond to telephone and written inquiries from grantees and others
- Work with grantees to ensure completeness of proposals and obtain additional information as necessary
- Accurately enter proposals and process grants using the Foundation’s Grants Management System (“GMS”) (GivingData)
- Generate and assemble grant reports from the GMS for program staff, senior administrators, and board members
- Work with team to prepare materials for Board of Directors meetings
- Manage professional calendars, book travel, perform expense entry and time entry, and assist with internal and outgoing correspondence

General—Ongoing Administrative Support of the Foundation:

- Telephone coverage including answering and routing calls, taking accurate messages, and delivering messages immediately
- Organizing and distributing written materials
- Formatting, proofreading, and copy-editing written reports
- Managing special projects as requested by the Foundation’s staff
- Providing all-around administrative support to staff to facilitate efficient and timely completion of projects

Skills/Competencies Required:

- Bachelor's Degree or higher
- Some administrative experience preferred
- Excellent written, verbal, organizational, analytical, and interpersonal skills
- Excellent computer skills (proficiency with Microsoft Professional Office: Word, Excel, Outlook preferred)
- Excellent listening and communication skills
- Ability to handle multiple assignments, prioritize work accordingly, and maintain accuracy
- Ability to take direction from multiple staff members
- Strong research skills (internet searches, database experience, and writing and analytical skills)
- Strong proofreading and editing skills
- Resourceful, versatile, proactive problem-solver
- Ability to work independently and manage time effectively
- Willingness to pitch in when needed, even if tasks are outside of job description
- Congenial and collaborative team player
- Respectful and able to work well with diverse colleagues
- Consistent attendance and punctuality

This is a full-time, salaried position with generous benefits.

Contact: Please send résumé and cover letter to Judith Renner at judith.renner@starrfoundation.org.

No phone calls, please. Due to the high volume of resumes we receive, we are unable to respond to all candidates. We will be directly in touch with candidates who meet the experience and qualifications needed.

Application deadline: Open until position filled

Start Date: ASAP