

THE WILLIAM BINGHAM FOUNDATION

The William Bingham Foundation is a private, family foundation established in 1955 with assets of approximately \$17 million. The Foundation provides important support to charitable organizations in the fields of education, science, health and human services, the environment and the arts. The Foundation seeks a Foundation Administrator interested in assisting the Foundation to advance its charitable objectives.

POSITION DESCRIPTION

Position Title: Foundation Administrator

Time Equivalent: Part-time (20-30 hours per week approximately, fluctuations primarily based on the grant cycles and timing of Board meetings)

Summary of Position Duties:

The position manages all aspects of grants administration, supports Trustees in their roles of developing and reviewing grant requests, evaluating completed grants, and administers all foundation-related business, including the organization of and preparation and record-keeping for Foundation meetings.

Supervision:

This position reports to the President of the Board and works collaboratively with the other Trustees of the Foundation.

Duties and Responsibilities:

Grants Administration

- Supports Trustees in the identification of potential grantees to match the Foundation's areas of interest and
- Oversees, coordinates and assists Trustees and grant seekers with the development of grant proposals
- Evaluates grant-recipient organizations both in terms of compliance with proposed objectives and the effectiveness or success of programs or organizations
- Prepares and monitors grant cycle timelines; supports grant seekers in timely proposal and report submission; and supports Trustees in completing timely reviews
- Conducts ongoing grants administration and documents grant-making history
- Monitors current and long-term grant budgets

Foundation Operations

- Assists with all Foundation communications; responds to telephone, email and letter inquiries; drafts correspondence, summaries and reports; prepares grant close-outs
- Plans and staffs regular conference calls with the President and other Trustees/advisors
- Organizes and staffs the Foundation's winter meeting (conference call) and summer meeting (in person), including arranging all meeting logistics, educational programs/speakers and other family events
- Supports and advances the work of Trustees serving on Foundation committees, including, but not limited to, Best Practices, Environmental Impact, Grant Evaluation, Investment, Outreach, Social

Media Relations and Trustee Education

- Maintains limited bookkeeping; processes invoices and grant payments
- Updates and maintains the Foundation's policies/procedure manual
- Assists with Trustee education by collecting, preparing and providing information to Trustees and prospective Trustees about Foundation history, policies and procedures
- Maintains the grants management system (currently Foundant) including updates for system enhancements and improvements
- Participates in training provided by Foundant, the grants management vendor
- Oversees the creation, design and modification of standardized templates for data system
- Updates and monitors website

Background Requirements and Qualifications:

- College graduate
- Self-starter
- Minimum of 2 – 3 years experience in the nonprofit or philanthropy fields
- Excellent interpersonal and written communication skills, as well as professional correspondence skills enabling the Foundation Administrator to provide polite and professional assistance via phone and e-mail
- Strong attention to detail
- Strong technology expertise, including experience with Microsoft Office programs
- Experience with one or more database programs or customer relationship management systems (currently using Foundant)
- Understanding of financial statements and basic bookkeeping preferred

Interested candidates should submit a resume and cover letter detailing interest, experience and salary history via e-mail to hr@wbinghamfoundation.org. Please note the title of the position for which you are applying in the subject line. We regret that we can only contact candidates whom we would like to interview.

The William Bingham Foundation is an equal opportunity employer.