Position Announcement

Grants Management and Administrative Assistant

Gaylord and Dorothy Donnelley Foundation

The Gaylord and Dorothy Donnelley Foundation is an influential leader in promoting land conservation and artistic vitality in the Chicago region and coastal South Carolina, including the greater Charleston region. Its dynamic approach to achieving its goals includes research, communications, convening, coaching, and making approximately $6 million in program grants each year. In its work, the foundation chooses strategy and tactics that pursue specific and measureable outcomes. Much of this work involves partnering with other organizations that are engaged in complementary efforts.

The foundation seeks a grants management and administrative assistant to support its grants management activities and be responsible for key office management tasks. This position is based in Chicago and reports to the director – finance and administration.

Responsibilities

- With the grants manager, assure that the grants management process runs smoothly and that all grantee and potential grantee records are in order, from recording initial inquiries and tracking correspondence and progress on fulfillment of grant requirements to keeping grant contracts current and creating and updating contact records. Serve as the initial point of contact for inquiries from potential grantees.
- Produce reports on specific grantees, specific segments of the grantee portfolio, and the entire portfolio as needed to support work of the grants manager, program managers, and others.
- Produce proposal dockets for meetings of the board of directors. Maintain an internal calendar of arts grantees' performances.
- Assure smooth running of the foundation office, including planning, coordinating and setting up meetings and conference calls, assisting with event set-up; ordering supplies, maintaining the office calendar, arranging staff travel, and liaison with building management.
- Serve as the initial face of the foundation, including greeting visitors and answering and screening telephone calls.
- Provide administrative support for foundation staff, including scanning and electronically filing documents, reviewing and distributing mail, producing materials, and assisting with special projects.

Qualifications

- B.A degree and a minimum of two to four years' relevant experience. Keen interest in land conservation and/or the arts, and in philanthropy as a means of supporting work in these arenas.
- Demonstrated administrative and process management skills. Good organizational skills and a demonstrated ability to do detailed work accurately.
- Strong computer skills, including experience maintaining and manipulating a data base. Proficient with Microsoft Word and Excel. Familiarity with MicroEdge Gifts and Microsoft Access would be a strong plus.
- Excellent communications skills including the ability to manage incoming phone calls with accuracy and warmth.
- Experience working collaboratively as part of a small team.

Personal Qualities

The successful candidate will be bright, thoughtful, thorough, and flexible, and will bring a generalist's broad set of interests to the position. She or he will enjoy supporting the work of others, finding opportunities for taking the initiative, and doing whatever is needed to assure smooth operations.

A selection will be made in August, 2013.

Gaylord and Dorothy Donnelley Foundation is an Equal Opportunity Employer with a supportive work environment. It respects and appreciates diversity in its many forms.

Further information about the foundation is at *www.gddf.org.*

Those interested in this position may call for additional information or e-mail a cover letter and résumé to:

DNadmin@himmelfarbgroup.com, **to the attention of Susan Himmelfarb.**

The Himmelfarb Group 708-848-0086 ***www.himmelfarbgroup.com***