



Position Title: Grants and Office Associate

The Davis Foundations are hiring a Grants and Office Associate to work with the Chief Finance and Administrative Officer, Director of Grants and Programs, and Program Officers to process grant proposals and reports and support three Boards of Trustees. In addition, the Grants and Office Associate works with internal and external resources to ensure a continuous highly functioning office.

The ideal candidate will be:

- Motivated, enthusiastic, and curious
- Tech-savvy and solution-oriented
- Amiable, with a positive attitude

Skills, Experience, and Education

- Proficiency in Microsoft Office, including Word, Excel and Outlook
- Experience working with databases (grants management or CRM preferred)
- Familiarity with PDF editing, online board portal administration, or maintaining web pages
- Excellent customer service skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Meticulous attention to detail
- Experience in a professional office setting required
- Experience supporting board of directors or executive strongly preferred
- College degree preferred

Core Responsibilities and Duties

- GivingData Administration: Mastering and managing the Foundations' grants management system (GivingData) to ensure efficiency and data integrity, and to create reports for program analysis and annual requirements
- Grant Processing: Intake applications, perform due-diligence reviews, generate grantee correspondence, work with proposal budgets
- GivingData Helpdesk: Respond to and resolve external (applicant and grantee) issues and internal (staff) issues and configuration requests. Participate in ongoing training to stay abreast of software updates

- Trustee Meeting Support: Prepare board packets and notices, facilitate meeting logistics, assist with meeting minutes, and track grant decisions
- Office Technology Management: Maintain office systems and equipment including phone, copier, computers, website, and conferencing (Zoom), working with vendors as needed
- General office support to maintain an efficient operating environment

This is a non-exempt, 30-35 hour, five days a week, position in a small, quiet, professional office setting. Hours are somewhat flexible and will be determined in conjunction with the successful candidate. This position is primarily in-person, with occasional remote days, if needed. The wage range is \$20-\$24/hour dependent on experience. The Foundations offer a full complement of benefits.

Employment decisions will be made without regard to race, color, religion, sex (including pregnancy or pregnancy-related medical conditions), sexual orientation (including gender identity or expression), national origin or ancestry, genetics, age, physical or mental disability, or veteran status. The successful candidate must be fully vaccinated against COVID-19 upon commencing employment, subject to legally-required exemptions, and follow office safety protocols.

To apply please submit a cover letter and resume to info@davisfoundations.org. Priority will be given to applications received by March 29, but the position will remain open until a successful candidate is hired.