<u>Nina Mason Pulliam Charitable Trust Position Description</u>

Position title: Grants Administration Associate (full time)

Position location: Indianapolis, Indiana or Phoenix, Arizona

FLSA status: Non-exempt

Scope of Position

The Grants Administration Associate serves as the Trust's main grants management system administrator, helping ensure potential grantees accurately navigate the grants system, working with Trust program staff to process grants through the grant life cycle and providing grants administration support to Trust staff. In addition, the GAA regularly interacts with potential and current grantees about the status of their application or award, reviews documents to ensure compliance with Trust guidelines and IRS requirements, assists with the distribution of grant funds and tracks various data points. The GAA works daily in Foundant, which is the Trust's grants management system. The GAA reports to the Director of Grants Administration & Legal Counsel.

Job Functions

Grants management system administrator
- Provide support for the Indiana and Arizona proposal management process, from initial intake to payment of funds.
- Ensure that grant applicants have general information about the Trust's application process and how to complete online proposals.
- Process all grant proposals exclusively through Foundant GLM, entering initial data and tracking changes in status and disposition at various stages of the proposal cycle.
- Create general and specific correspondence related to funding requests, including various letters and grant agreements.
- Update correspondence templates, as needed.
- Maintain accurate and easily accessible grant files that comply with auditor and IRS standards.

Grants administration support
- Prepare various reports for each funding cycle to aid Trust staff and trustees in timely consideration at each stage of review.
- Maintain a high level of awareness of the Trust's calendar of activities, including board meetings; proposal deadlines, review schedule and process; and other internal project deadlines, and assist grants administration team in timely execution of tasks.
- Work closely with program staff to update grant applications, as needed.
- Train program staff on Foundant GLM operations, as necessary.

General administrative support
- Provide backup administrative support when needed, which may include financial bookkeeping.
- Assist in special projects and the preparation of materials.
- Assist in preparing and executing Trust events.

Job Qualifications
- Post-secondary degree preferred and/or 5 years of relevant work experience.

- Demonstrated experience with a grants management system or customer relationship management software.
- Exceptional attention to detail, strong organizational skills and demonstrated ability to follow through on tasks.
- Strong computer skills, with proficiency in Microsoft Suite products.
- Eagerness to grow with the position as the Trust's needs evolve.

Working conditions

Working condition is a normal business office environment. Work schedules may include a mix of in-office and remote work. The position may require periodic travel to Phoenix (if based out of Indianapolis) or to Indianapolis (if based out of Phoenix) and to professional conferences.

Compensation

Minimum starting salary for this position is $68,000 annually, plus full benefits. The final compensation package will be determined by experience and education.

How to Apply

To apply, submit a resume and cover letter to hiring@ninapulliamtrust.org.