



F. M. Kirby Foundation Grants Administrator

The F. M. Kirby Foundation, a private family foundation based in Morristown, New Jersey, seeks an exceptional candidate to join a dynamic team as a Grants Administrator. The Grants Administrator sits at the heart of the philanthropic work of the Foundation, acting as the lead administrator of our grants management system, working with grantees on application submission, processing grants and reports for review for the program team, and ensuring the timely processing of payments. As such, the Grants Administrator often acts as a critical liaison between non-profit partners and the Foundation's evaluation team. The Foundation's grantees are largely located in geographic areas of family significance and are engaged in one of the seven areas of interest: arts, culture, and humanities; education; environment and animals; health; human services; public affairs; and religion. The Grants Administrator will report to the Executive Director.

Responsibilities Include (*adjustable based upon experience)

- Manage grantmaking operations of the Foundation, including grant intake, application processing, data entry, and payment procedures for approximately 250 non-profit partners.
- Serve as the lead administrator of the Foundation's grants management system, GivingData.
- Provide timely guidance and support to grant seekers throughout the application process.
- Build and maintain strong and authentic relationships with grantee partners.
- Ensure fidelity to grant records and grant agreements.
- Assist in the preparation of materials for Board of Directors meetings.
- Create and disseminate grantmaking reports for staff and Board review.
- Help develop the Foundation's online application portal.
- Maintain grantee contact database.
- Monitor and document the grantmaking workflow processes, forms, templates, reports, and data to assure full compliance with internal controls and legal requirements.
- Assist in the handling of foundation communications.

- Administrative assistance as needed for program staff and Executive Director.

Preferred Qualifications

The well-qualified applicant will:

1. Have earned a Bachelor's degree or equivalent experience in the non-profit / philanthropy field.
2. Have demonstrable experience with database management.
3. Share a commitment to the Foundation's mission of fostering self-reliance and strong, healthy communities.
4. Have 2+ years of administrative experience, with preference for experience in the non-profit and/or philanthropy sector.
5. Be able to balance multiple responsibilities simultaneously.
6. Have superb interpersonal skills, with an ability to work respectfully and efficiently with a broad range of constituencies.
7. Possess a flexible mentality, sound judgment, an entrepreneurial habit of mind, and a natural curiosity.
8. Possess exceptional written and oral communication skills, paired with attentive listening skills.
9. Share a commitment to continuing education and professional development.
10. Be able to work efficiently and problem solve with technology. Proficiency in Microsoft Office is expected.
11. Be able to work onsite (Morristown, NJ) as well as travel, including out-of-state and overnight work-related trips, for professional development.

Salary & Benefits

- Salary ranges from \$50,000 - \$80,000, depending on experience.
- Comprehensive benefits, including fully subsidized health, dental, and vision care
- 403(b) program, with 10% employer match
- 15 days of paid time off, as well as 11 paid holidays and 2 paid volunteer days

To apply: Please send a cover letter, resume, and list of three references to fmkf@fmkirby.com. Please include in e-mail subject: "Application for Grants Administrator Position."

Application deadline: Applications will be considered on a rolling basis until the position is filled.

The F. M. Kirby Foundation provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.