Position Title: Grants and Administration Manager
Location: Washington, DC
Reports to: Co-Executive Director, DC
Status: FT non-exempt employee, hybrid
Salary Range: $80,000 - $85,000 plus benefits
Application: Cover letter and resume sent to PCTApplication@princetrusts.org
Deadline: 11/10/2023 for best consideration

Position Summary:
Prince Charitable Trusts (PCT) is seeking a detail-oriented, self-starter to serve primarily as a Grants Manager for the DC grantmaking program and to provide administrative support for the organization. The position’s core responsibilities are to manage the administrative grantmaking process for the DC program in collaboration with the administration team and to coordinate, implement and continuously improve the organization’s administrative systems. The ideal candidate will ensure processes run smoothly, adhere to best practices and enable an efficient, productive, and creative work environment. The PCT DC office operates on a hybrid work schedule and supports a small, yet dynamic, thoughtful, and fun-loving team.

Organization Summary:
Prince Charitable Trusts is a family foundation with grantmaking programs in Chicago, Illinois; the Washington, DC region; and, Newport, Rhode Island. Total giving is approximately $6.5M annually, focusing on supporting resilient, livable, and vibrant communities with increasing awareness of the impacts of historical and systemic racism. We are a people-centered workplace and strive to maintain a culture of compassion, curiosity, and humility where all staff's experiences and expertise are respected.

Responsibilities:
Grants Management for the DC grantmaking program (60%)
• Manage the administrative grants process (approximately 100 grants per year) including, but not limited to, facilitating receipt of applications and entry into grants management system, basic compliance review of applications, preparation of grant agreements and related communications, implementation and tracking of the grant award payments process, in collaboration with CFO.
• Work with Grants Manager for RI and Chicago programs and CFO to ensure grant management system is accurate and effectively supporting program, finance, and administrative requirements and to reconcile program budget at the end of each fiscal year.
• Serve as point of contact with grantees, address inquiries and troubleshoot application issues.
• Work with program team to edit, format, and produce grant recommendation documents and supporting media and materials for spring and fall DC Board meetings.
• Generate reports from database upon request.
• Ability to cultivate and develop inclusive and equitable working relationships with staff, grantee partners, and community members.
Administration Management (40%)

- Provide administrative support for the Co-Executive Director in the DC office.
- Support the CFO in the review of approved vendor payments for accuracy, review and accounting of employee expense reports, verify bank reconciliation reports, and provide support for other on-going accounting tasks.
- With support and input from staff, manage the organization’s technology and equipment and ensure that all staff have up-to-date hardware, software, and training to use technology effectively organization wide.
- Coordinate partner meetings and special event logistics (anticipate ~ 4 per year)
- Provide basic website updates, manage social media and support external communications.
- Represent the Trusts at community and partner meetings as needed and as interests align.
- Oversee basic office management
- Perform special projects and other duties as assigned.

Qualifications:

- 4 years of relevant work experience in an administrative capacity.
- Demonstrates a commitment to diversity, equity, and inclusion.
- Proficiency in a grant-related database is preferred but general familiarity with databases is required.
- Proficient in Microsoft Office to include Word, Excel and Outlook; Calendly; Zoom; and in the use of basic office equipment.
- Strong written and verbal communication skills with a high-level of discretion are required.
- Detail oriented, efficient, organized, flexible and able to manage multiple tasks simultaneously.
- Self-motivated, proactive, and has a sense of humor.

Work Environment:

- Our office is located in Washington DC and this position would be appropriate for a hybrid schedule, with up to 3 remote days per week on a regular basis (approval of schedule required).
- The workplace is smoke- and drug-free.

Benefits:

- Employer-paid medical, dental, life and long-term disability coverage.
- 401(k) plan with generous employer contribution.
- Paid vacation, holidays, and other PTO policies
- Professional development opportunities

EEO Statement:
Prince Charitable Trusts is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.