



Job Description

JOB TITLE:	Grants and Administrative Assistant, Foundation Services
LOCATION:	San Francisco, CA
FULL/PART TIME:	Full-time
REGULAR/TEMPORARY:	Regular
EXEMPT/NON-EXEMPT:	Nonexempt

BACKGROUND

The S. D. Bechtel, Jr. Foundation is dedicated to advancing a productive, vibrant, and sustainable California. Because California faces many critical challenges which require resources and creative solutions, the Foundation’s Board of Directors decided to invest all of its assets by 2020. This decision reflects a commitment to identifying lasting solutions for education and the environment sooner, rather than later.

The Education Program focuses on helping young people develop the knowledge, skills, and character they need to become productive, engaged citizens. The Foundation supports students and educators in STEM education and character development, and encourages effective education policy. The Environment Program concentrates on the management, stewardship, and conservation of the state’s natural resources by supporting organizations and partnerships that inform, demonstrate, implement, and advocate for improvements in water management and land stewardship.

Foundation Services supports the Foundation’s mission and strategic program goals by coordinating grantmaking processes, databases, operations, and finances. The Grants and Administrative Assistant will be an integral part of this team and will work under the direction and supervision of the Director of Grants Management and the Director of HR and Administration.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Grants Management

- Serve as primary point of contact for grantees who need assistance in utilizing the Foundation’s grants portal for submission of applications and requirements
- Respond to Letters of Inquiries (LOI) sent to Foundation’s general email address; route LOIs to appropriate programs for review; and record submissions
- Verify grantee funding eligibility using GuideStar; generate transmittal letters; and mail grant checks
- Process employee matching gifts in a timely manner including review of organization’s eligibility to receive matching gifts

- Purge, maintain, and archive electronic and paper files of grant documents
- Provide technical assistance to staff to help them make optimum use of the grants database
- Conduct monthly reconciliation of grant payments with Finance Department
- Coordinate logistics for meetings facilitated by Grants Management
- Provide assistance on grants management projects as assigned by the Director of Grants Management

Human Resources and Office Administration

- Provide support for a variety of HR-related workshops and meetings, to include copying, printing, assembling and distributing materials, preparing visual aids, room set-up, etc.
- Provide project management support to Director of HR and Administration
- Make preparations for and receive visitors to the Foundation
- Maintain reception area, conference rooms, supply room and kitchen
- Prepare conference rooms for meetings; handle breakdown and cleanup after meetings
- Coordinate food ordering, pickup/delivery for meetings and events
- Pick up, sort, open, and route all incoming mail correspondence; ensure outgoing mail is picked up
- Assist with the production of materials and logistics for quarterly Board meetings
- Act as contact person for Foundation-wide events, as requested
- Provide administrative support to other staff as needed

QUALIFICATIONS AND SKILLS

- Bachelor's degree
- Minimum 2+ years professional office experience or equivalent preferred
- Strong document management skills
- In-depth experience working with financial information
- Solid understanding of relational databases
- Strong Microsoft Office Suite skills
- Strong organizational abilities, with close attention to detail and precision
- Approachability, excellent interpersonal skills, and ability to work well independently and with a team
- Excellent time management skills with a results-oriented focus, and ability to prioritize and manage multiple tasks and deadlines concurrently
- Ability to discern sensitive matters and handle them with discretion and diplomacy
- Professional demeanor, dependability, integrity, good judgment, and sense of humor

PHYSICAL DEMANDS

A candidate must have the ability to communicate clearly through both oral and written means. S/he must also have the ability to sit for extended periods both in meetings and at a computer, and must be able to lift 25 pounds.

EQUAL OPPORTUNITY

The S. D. Bechtel, Jr. Foundation is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

APPLICANTS WITH DISABILITIES

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

SALARY AND BENEFITS

A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

APPLICATION PROCEDURE

Please submit an email with "Grants and Administrative Assistant Application" in the subject line, a cover letter and resume to SDBJrRecruiter@sdbjrfoundation.org by May 19, 2017. Please provide all information electronically, no phone calls.