

Grants Assistant

The New York State Health Foundation (NYSHealth) seeks a Grants Assistant to directly support the Grants Management team.

NYSHEALTH BACKGROUND:

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$300 million in assets, a \$15 million annual grants and operations budget, and a staff of 22.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Building Healthy Communities. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

POSITION SUMMARY:

The Grants Assistant (GA) provides administrative support for the grants management process and assists program and finance staff in all grants-related activities. The GA creates and monitors reporting schedules, deadlines, and requirements to ensure consistent grant processing. The GA reports to the Grants Manager, serves on a team with the Grants Manager and Senior Director, Finance and Operations, and interacts regularly with program and finance staff.

RESPONSIBILITIES:

- Generate correspondence related to awards, reports due, payment schedules, payment requests for finance staff, grants closing, no-cost extensions, budget modifications and other grant-related issues.
- Monitor grants to ensure timely submissions of grantee reports, program staff approval, and payment requests to the finance team.
- Support and collaborate with the Grants Manager; assist in data system management, including data entry and reporting; develop an increasingly sophisticated knowledge of the data management software (Salesforce/FoundationConnect).
- Act as liaison and information resource for grantees and applicants.
- Ensure all due diligence materials are received and in compliance with NYSHealth policies prior to review by finance staff.
- Maintain hard copy and electronic grant files.
- Review grants electronic mailbox daily; respond as needed to inquiries.
- Assist finance staff and Grants Manager with annual audit.
- Identify and participate in professional development activities.
- Take on special projects as assigned.

Required Experience and Background

A Bachelor's degree and previous work experience in a professional office is required. Interest in a career path in nonprofit or grants management is strongly preferred. Some experience in a grantmaking organization is a plus.

Other qualifications include:

- Superb project management and organizational skills. Attention to detail and follow-through ability, including management of paper flow and time.
- Excellent computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) and database software.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, and applicants. Can work independently and as part of a team.
- Strong written and oral communication skills.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

Send résumé, statement of interest, and salary expectations to HR@nyshealth.org and include "Grants Assistant" in the subject line.

The New York State Health Foundation is an equal opportunity employer and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.