

## 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 \$290 million in assets, a \$15 million annual grants and operations budget, and a staff of 23.

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 provides administrative support for the grants management process and assists program and finance staff in all grants-related activities. The Grants Assistant creates and monitors reporting schedules, deadlines, and requirements to ensure consistent grant processing. The Grants Assistant reports to the Grants Manager; serves on a team with the Grants Manager, Senior Finance and HR Associate, and Vice President, Finance and Operations; and interacts regularly with program 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 finance staff.
- Support and collaborate with the Grants Manager; assist in data system management, including data entry and reporting; and 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 and respond as needed to inquiries.
- Assist finance staff and the 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 setting are required. Experience working with database software is strongly preferred. Interest in a career path in nonprofits or grants management is preferred. Some experience in a grantmaking organization is a plus.

Other qualifications include:

- Excellent computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) and database software.
- Superb project management and organizational skills. Attention to detail and follow-through ability, including management of paper flow and time.
- 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.

**This position will ultimately be based in the Foundation's New York City office, although all staff are currently working remotely.**

## **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](mailto:HR@nyshealth.org) and include "Grants Assistant" in the subject line.

*The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, 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.*