



POSITION DESCRIPTION

Grants and Administrative Coordinator

The Tikkun Olam Women's Foundation, a multi-generational membership organization rooted in Jewish values, empowers women to be philanthropists, decision makers and advocates with and for women and girls of all ages in the DC metro region and in Israel. After a decade of investing in social change for women and girls, we are primed for expansion.

The Foundation is hiring a Grants and Administrative Coordinator responsible for coordinating and administering the grants cycle and assisting with the planning and execution of Foundation programs and communications under the direction of the Director.

RESPONSIBILITIES

GRANTS ADMINISTRATION

- Administer the annual the grants cycle
- Coordinate site visits
- Research collaborative opportunities for grant making
- Respond to incoming grant inquires
- Assist the Grants Committee management

COMMUNICATIONS/OUTREACH

- Implement social media and marketing strategies
- Create and send electronic news communications
- Assist in website content management
- Assist in designing marketing program, donor development and stewardship
- Plan and assist with special events and fundraising efforts
- Manage donation acknowledgements

FINANCIAL ADMINISTRATION

- Manage grant disbursements
- Create and manage donor acknowledgements
- Compile expense reports and check requests

QUALIFICATIONS

- 1-3 years of nonprofit experience, ideally including a firm understanding of the grantmaking process.
- Strong, demonstrated program administration experience. Exceptionally well-organized, capable of managing multiple projects efficiently. Ability to work with volunteers and trustees.
- Exceptional computer skills, including Microsoft Office Suite, donor tracking software and social media tools. Experience maintaining websites, familiarity with Word Press and HTML a plus.
- Outstanding oral and written communication skills.
- Knowledge of the Washington DC metropolitan Jewish community, nonprofit, fundraising and/or philanthropic sectors a plus.

To apply for this exciting position, please send a cover letter, resume, and writing sample to jobs@shalomdc.org, using "TOWF Grants/Admin FY18" in the subject line.