

HOUSTON ENDOWMENT

JOB DESCRIPTION

JOB TITLE: Director of Grant Administration

REPORTS TO: Vice President for Programs

POSITION SUMMARY

Houston Endowment (the “Foundation”) seeks an experienced, collaborative and strategic professional to serve as our Director of Grant Administration (the “Director.”). The Director leads a core function of the Foundation’s work and integrates the work of grants administration with program, finance, legal, communications and learning and evaluation strategies and priorities.

KEY RESPONSIBILITIES

- Work with leadership to ensure the grantmaking processes and systems efficiently interact with and support the program, finance, legal, communications and learning and evaluation functions and staff.
- Ensure grant activity and contracts comply with the Foundation’s policies and tax law applicable to private foundations, in collaboration with others.
- Ensure the reporting needs of staff, leadership and the Board of Directors are met, including creation and production of significant portions of the Board book for each Board meeting. Contributes to the Foundation’s publications as needed, including the annual report and website.
- Build a high performing team and an environment where employees are able to succeed, including establishing team and individual performance goals, developing staff, fostering positive team morale, open dialogue and collaboration.
- Participate in and lead cross-functional projects to enhance institutional effectiveness as it relates to Grant Administration.
- Provide clear and concise grant administration policies and procedures for grantees and staff that support the Foundation’s vision and grantmaking activities.
- Ensure data integrity and quality control of grant records, including reconciling program budgets, grants awarded and grants paid with financial records. Support financial staff with reports for the annual audit and IRS filings.
- Oversee the Foundation’s directed and matching grant programs.
- Implement, monitor and update the grant management software, serving as primary liaison with the software vendor. Identify, develop and provide training on grant systems and operations. Support external users of the online system when applying for and reporting on grants.
- Initiate and maintain networks of relationships with other grant management professionals locally and nationally. Stay abreast of trends in philanthropy and nonprofit law.

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting HEI in achieving its mission. The successful candidate will have a proven track record of success in working collaboratively with multiple internal and external teams and constituents, as well as the aptitude to engage in projects, systems, and processes through multiple iterations. The candidate must have an ability to be both hands-on and strategic, thrive on challenges and be comfortable in a fast-paced, demanding environment.

Specifically, the successful candidate will possess:

- A Bachelor’s degree.
- A minimum of five years of progressively responsible related work experience that demonstrates a track record of success in managing grants or a similar operations process, including leading a team.
- A strong understanding of and experience with automated systems and process design, as well as proficiency with Microsoft Office, large operating systems, sophisticated reporting tools, and project management/team collaboration software.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to various audiences.
- Ability to switch between strategic and practical thinking.

- Experience working with a variety of internal and external stakeholders.
- Familiarity with the nonprofit, philanthropic or foundation sector and related tax laws and regulations a plus.

KEY ATTRIBUTES AND COMPETENCIES

- Strong business acumen, strategic thinking and ability to prioritize projects, meet deadlines and support others in doing the same.
- Appreciation for colleagues and the important role of collaborating with others in the Foundation's mission and daily operations.
- Demonstrated ability to effectively participate in a multidisciplinary team environment and ensuring an effective use of resources.
- Acute attention to detail and accuracy.
- Strong adaptability and leading others in an environment of growth and change.
- Respect for diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.
- Proactive approach to issue identification and resolution.
- Orientation as a team player, understanding and delivering excellent customer service to internal and external stakeholders.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. The Foundation provides comprehensive employee benefits programs, including health, dental and vision plans, paid time off, and matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. We will contact candidates who most closely match our requirements. We thank you in advance for your interest.