

## Grants Assistant

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

### **BACKGROUND:**

NYHealth is a private and independent foundation dedicated to improving the health of all New Yorkers. NYHealth began operations in 2006; today, it has approximately \$320 million in assets, as well as a \$16 million annual grants and operations budget.

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 three program areas: Empowering Health Care Consumers; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

### **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, Finance Associate, and Vice President, Finance and Operations; and interacts regularly with program staff.

### **RESPONSIBILITIES:**

- Monitor grants in an online grants management database (Salesforce/FoundationConnect) 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 database management, including generating reports to analyze grantmaking data and troubleshooting system issues to streamline grantmaking processes.
- Work with Salesforce help desk and consultant to implement system improvements as recommended by the Grants Manager.
- 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.
- Act as liaison and information resource for grantees and applicants, providing technical assistance in using the Salesforce/FoundationConnect database for grantees, applicants, and staff.

- Perform initial review of grantee financial reports, providing notes for the Grants Manager’s review.
- Ensure all due diligence materials are received and in compliance with NYHealth policies prior to review by finance staff.
- Maintain electronic grant files.
- Review the 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 at least one year of work experience in a professional setting are required. Experience working with database software is strongly 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.
- Strong analytical skills to be used when building reports and troubleshooting database issues.
- Proactive approach to addressing challenges with excellent problem-solving skills.
- Superb project management and organizational skills. Ability to manage time and multiple priorities independently.
- Attention to detail and follow-through ability.
- 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 is hybrid remote/in-person in the Foundation’s New York City office, with at least two days per week expected in the office. Proof of full COVID-19 vaccination is required for employment.

## **Salary and Benefits**

The salary range for this position is \$54,000–\$62,000, depending on experience and qualifications. NYHealth also offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403b retirement account; and wellness and commuting benefits, among others.

## **Application Process**

Candidates should describe their skill sets and experience in light of the above qualifications.

Send resume and statement of interest to [HR@nyhealthfoundation.org](mailto:HR@nyhealthfoundation.org) and include “Grants Assistant” in the subject line.

*The New York 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.*