

GRANTS ASSISTANT

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

NYHealth Background:

The New York Health Foundation (NYHealth) is a private and independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$325 million in assets and a \$16 million annual grants and operations budget.

NYHealth is committed to making grants and 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 on three priority areas: Primary Care; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

Position Overview:

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 Senior Grants Manager; serves on a team with the Senior Grants Manager, Finance Associate, and Vice President of Finance and Operations; and interacts regularly with program staff.

Reports to: Senior Grants Manager

Responsibilities:

- Monitor grants in an online grants management database (Salesforce) to ensure timely submissions of grantee reports, program staff approval, and payment requests to finance staff.
- Support and collaborate with the Senior 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 Senior Grants Manager.
- Support Senior Grants Manager to implement new grants management database system.
- 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 grants management database for grantees, applicants, and staff.
- 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 management e-mail inbox daily and respond as needed to inquiries.
- Assist finance staff and the Senior 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 is preferred. Experience working with database software is strongly preferred.

Other qualifications include:

- Excellent computer skills, including facility with Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook).
- 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. Works well with and welcomes opportunities to work across diverse cultures.
- Strong written and oral communication skills.

Salary and Benefits:

The salary range for this position is \$55,000–65,000 depending on experience and qualifications. This position is hybrid remote/in-person at the Foundation’s New York City office, currently with two days per week (Tuesdays and Wednesdays) expected in the office.

NYHealth offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; professional development and tuition assistance; flexible spending account (FSA); and wellness and commuting benefits, among others. NYHealth is committed to mentoring and providing learning opportunities.

Application Process:

Send resumé and statement of interest to HR@nyhealthfoundation.org and include “Grants Assistant” in the subject line. The statement of interest should describe your skill set and experience in light of the above qualifications.

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.