**The Carl & Roberta Deutsch Foundation**

**2444 Wilshire Boulevard, Suite 600**

**Santa Monica, CA 90403**

**Foundation Administrator**

**Position Summary:**

The part-time position is responsible for carrying out a variety of administrative and program support activities related to the Foundation’s grantmaking and general operations.

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**Key Responsibilities:**

Administrative Support

* Provide general office support, such as filing, copying, mailing, and answering phone calls.
* Support Foundation trustees and staff with meeting preparation, scheduling, and documentation.
* Assist with planning and logistics of events, conferences, and retreats.
* Process office related invoices and expense payments.
* Provide ongoing support to and with activities related to the Advisory Committee.
* Coordinate office support services including serving as liaison for technology, office supplies, and other vendors as necessary.
* Assist with travel arrangements of staff and Trustees as needed.

Programmatic Support

* Manage administrative aspects of grantmaking by creating grant files and processing incoming grant applications. Ensure accuracy and quality of all documents.
* Coordinate production of docket and other Foundation communication pieces.
* Process interim and final reports.
* Maintain required records for grantees, including hard files and MicroEdge GIFTS database.
* Arrange details and logistics of site visits.
* Screen all incoming calls and requests for information from organizations seeking funding.
* Support program staff in fielding requests and researching potential grantees.
* Undertake special duties as assigned (e.g Halo Award).

Core Qualifications

* Bachelor’s degree preferred or equivalent work experience.
* Excellent written and oral communication, organizational and interpersonal skills.
* High attention to detail required.
* Ability to effectively prioritize, multi-task and manage time to support the work of various functions.
* A positive, proactive attitude with a high level of flexibility.
* Takes initiative, as appropriate, and can work well independently and as part of a team.
* High level of professionalism, diplomacy, discretion, and confidentiality.
* Interest in the Foundation’s mission and passion for the non-profit sector preferred.
* Proficiency in Microsoft Office Suite required.

**Salary and Benefits:**

$20,000 - $25,000 annually for 20 hours per week. Parking included. No benefits provided.

**To Apply:**

Interested candidates should send a cover letter, resume, and salary history by email to Jacqueline Chun at [jchun@crdfoundation.org](mailto:jchun@crdfoundation.org).  Please note "Foundation Administrator" in the subject line of the email.  No phone inquiries, please.

The Carl & Roberta Deutsch Foundation is an equal opportunity employer and welcomes a diverse candidate pool.