

Manager, Grants Management and Office Operations
William J. and Dorothy K. O'Neill Foundation
Cleveland, Ohio

The William J. and Dorothy K. O'Neill Foundation, a private family foundation located in Cleveland, Ohio, seeks a creative and self motivated person to become a vital member of our team as the **Manager of Grants Management and Office Operations**. The position will be responsible for all aspects of grants management and office operations. It offers the opportunity to work in close collaboration with our grantees, O'Neill family members and community colleagues.

The right individual will have the energy and passion for our mission and vision and the experience and knowledge to take leadership in the management of our grants data and office systems. In addition we are seeking proven excellence in interpersonal communication, critical thinking and analytical skills. This is an extraordinary opportunity to grow in the philanthropic sector by working with a highly experienced staff and governance team.

The successful candidate will have 3-5 years of experience in the nonprofit sector and will have a bachelor's degree in a related field. He or she will have demonstrated expertise in grants management systems and software as well as office and accounting systems.

Application Instructions

Please submit your cover letter and resume via email ONLY, to Leah S. Gary, President and CEO at lsgary@oneillfdn.org. Be sure to put "APPLICATION FOR MANAGER, GRANTS MANAGEMENT AND OFFICE OPERATIONS" in the subject line. All submissions are due by close of business, 5:00 pm EDST, Friday, June 8, 2012.