

ROTH FAMILY FOUNDATION

Grants Manager

Position Summary:

The Roth Family Foundation (the “Foundation”) is a family foundation established in Los Angeles, California in 1966. The Foundation has a long history of support for organizations pursuing progressive social change in the Los Angeles area. The Foundation’s Board of Directors is comprised of family members, with two generations presently serving. The part-time Grants Manager will provide ongoing support to the Foundation’s Board of Directors. He/she will be responsible for the day-to-day management of Foundation activities including a variety of administrative and program support tasks related to the Foundation’s grantmaking and general operations.

Key Responsibilities:

Programmatic Support & Grants Management

- Screen ongoing grant proposals/inquiries to assess fit with the Foundation’s interests and funding priorities.
- Screen all incoming calls and requests for information from organizations seeking funding.
- Review and prioritize proposals in each program area in consultation with the Board of Directors.
- Evaluate proposal completeness and contact applicants/grantees as needed.
- Conduct due diligence as directed by the Board including programmatic research of potential grantees, review of operating and program budgets and audited financial statements, and assessment of applicants’ tax status.
- Arrange details and logistics of site visits for Board members and, when necessary, conduct site visits as a representative of the Foundation.
- Develop master timeline for managing grants process from Letter of Inquiry stage to Board meeting.
- Coordinate docket materials including a Board book with summary reports and other materials as requested by the Board.
- Prepare appropriate correspondence regarding the status of proposals and funding decisions to grantees.
- Process interim and final reports.
- Maintain required records for grantees, including hard and electronic files.
- Assist Board with preparation of key documents needed for production of Annual Report.
- Attend philanthropy training/education workshops and events as requested by the Board.
- Undertake special duties as assigned.

Financial Management

- Oversee financial accounts and prepare checks.
- Plan forecast of cash needs for Foundation in consultation with Board to meet financial commitments.
- Assist Treasurer in providing appropriate financial information to accountant.
- Assist Board with preparation of Foundation’s annual organizational budget.
- Process office related invoices and expense reimbursement payments.

Administrative Support

- Prepare for board meetings, including scheduling dates, buying refreshments, and arranging travel.
- Provide general office support, such as filing, copying, mailing, and answering phone calls.
- Coordinate office support services including serving as liaison for technology, office supplies, and other vendors as necessary.
- Assess ongoing technology needs of the Foundation, and manage computer/phone systems maintenance, upgrades, and replacements as needed.

Core Qualifications

- Bachelor's degree preferred or equivalent combination of education and work experience.
- Excellent written and oral communication, organizational and interpersonal skills.
- Ability to understand and analyze basic charity financial documents such as financial statements.
- Self-motivated, highly dependable, ability to work independently with attention to detail.
- 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.
- High level of professionalism, diplomacy, discretion, and confidentiality.
- Interest in the Foundation's mission and passion for the non-profit sector preferred.
- Proficient with computer and office systems, accounting software, grants management software and other database management systems.

Salary and Benefits:

\$25,000-\$30,000 annually. The position is approximately 20 hours per week. No benefits provided.

To Apply:

If interested in applying for this position, please send a cover letter, resume, and salary history by email to hr@roth-la.org. Please note "Grants Manager" in the subject line of the email. No phone inquiries please.

The Roth Family Foundation is an equal opportunity employer and welcomes a diverse candidate pool.