

GRANTS AND FOUNDATION ADMINISTRATOR  
The Volgenau Foundation  
McLean, VA

**THE ORGANIZATION:**

The Volgenau Foundation (TVF), launched in 1994, is a family foundation that awards grants to non-profit organizations supporting conservation, education, and classical music. We fund programs throughout the United States. TVF currently makes grants totaling \$10MM to \$15MM dollars annually and works with 50-60 grantees/year. We are committed to honesty, service to our country, humankind, and preservation of the environment.

We believe that preservation of the environment is essential to the survival of life on our planet and that people are inspired and enriched by nature. We fund organizations that purchase, protect, and restore land; protect marine and freshwater resources; and protect wildlife, especially species threatened by human activity. TVF supports conservation strategies that benefit local economies and engage and empower local communities. We also support scientific research that informs policy decisions, benefits wildlife, and educates the next generation of environmental champions.

We believe that children are the future of our society and deserve to grow in a safe environment that provides for their physical, ethical, and educational needs. Our education grants support innovative programs in pre-school through graduate school, via STEM instruction, arts enhancement, peer and adult mentoring, and leadership empowerment. Approximately half of our education grants support scientifically rigorous environmental education programs, which inspire and elevate children by connecting them to nature and helping them understand their place on the planet and their relationship to its natural wonders and wildlife.

TVF also funds classical music dissemination and education. We believe that human lives are enriched by exposure to the arts, specifically classical music, which inspires the human soul and has stood the test of time.

Our Board of Directors consists of our founders, Ernst Volgenau and Sara Lane Volgenau, and their three daughters, Lisa Volgenau, Lauren Volgenau-Knapp, and Jennifer Volgenau Wiley. Additionally, we have recently brought in two non-family members to the board. The Executive Director, Andi Pearl, is the sole full-time staff member. The Volgenau's three daughters also serve as part-time program officers and administrative staff. The new Grants Administrator will be a part-time position, reporting to the executive director. The Foundation and Volgenau family offices are in McLean, Virginia.

For more information on the TVF, go to [www.volgenaufoundation.org](http://www.volgenaufoundation.org)

TVF's staff is currently working remotely due to the COVID-19 pandemic; however, this position will be expected to work from our office in McLean, VA once conditions allow us to resume working in-person.

**ABOUT THE POSITION:**

The Foundation is seeking an energetic, detail-oriented, and self-motivated part-time Grants and Foundation Administrator. The Grants and Foundation Administrator will manage TVF's online

grants management platform, monitor reporting processes and grantee communication, provide administrative support to the executive director, and as requested, conduct research on program related issues.

Major responsibilities include:

Overall grants administration/management for the Foundation

- Serve as primary point of contact to grantees during the grant application process.
- Expertly manage grants platform and tracking spreadsheet, including the grants budget.
- Track deadlines for proposal and report submissions.
- While this is an administrative position, the grants administrator will be expected to develop knowledge of program areas and how they relate to TVF's mission. This may, on occasion, include requests to take notes to share with board members and staff.
- Survey grantees and peer foundations to evaluate current grant platform's ease of use against alternatives and make recommendations for improvements.
- Continually enhance the grants management processes for staff and grantees and increase efficiency.
- Build grants management skills through webinars, research, and other self-directed actions.
- Update and improve TVF's website.

Provide administrative support to staff and Board

- Support executive director with correspondence, scheduling, electronic filing, travel arrangements, and updating contacts.
- Assist with preparing Board documents including meeting materials, such as grant write-ups and regular updates.
- Assist with payment process for grantees.
- Assist with logistics for staff and board members for board meetings and other events including site visits (both in-person and virtual).
- Maintain calendars and schedule meetings, as needed.

Research

- As requested, track trends in policy, scientific research, and conservation as they relate to TVF's priorities on environment, education, and classical music.
- Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles; circulate as appropriate.
- Provide other basic research to support grantmaking, as directed.

Qualifications:

- Bachelor's degree required, graduate degree in policy and/or environmental studies, preferred.
- Experience with philanthropy or non-profits helpful, but not required.
- Deep interest in advancing sustainability, conservation, and equity goals.
- Organized, organized, organized!
- The highest professional and ethical standards.
- A self-starter, excited to learn new skills, problem solver, detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills.
- Ability to work well in a small office.

- Excellent interpersonal skills with ability to communicate effectively with colleagues, board members, grantees, funding partners, and stakeholder groups.
- Sense of humor.
- Discretion, and sound judgment, including in maintaining non-public information in confidence.
- Knowledge of Microsoft (MS) Office Suite (including strong Excel skills), databases, and/or grants management platform(s), preferably Foundant.
- Experience working with budgets and financial documents a plus.
- Experience working with website development and editing a plus.

Compensation: Salary range is \$25,000 to \$30,000 per annum for 20 hours/week. TVF will offer a limited and tailored benefits package, including pro-rated vacation and sick leave. TVF is an Equal Opportunity Employer.

To Apply: Please email a cover letter and resume Attn: Recruiting Director to [TVFRecruiter@gmail.com](mailto:TVFRecruiter@gmail.com). For best consideration, apply by December 15, 2021. Please, no telephone inquiries and be advised that we cannot reply to every applicant. Only those selected for interviews will be contacted.