Hiring Announcement: Grants Administrator/Office Manager

Pritzker Pucker Family Foundation (PPFF) is a private, family foundation which supports transformational, sustainable and collaborative initiatives focused on community wellness, violence reduction, the creative arts economy and educational opportunities. Based in Chicago, PPFF’s strategic grantmaking is locally focused and has driven prevention, intervention and systemic efforts designed to have a positive impact on disinvested and marginalized communities. For more information, visit www.pritzkerpuckerfamilyfoundation.org

Are you looking for us?
You thrive in a small, collaborative team where pitching in is the name of the game; you enjoy a variety of operational responsibilities (including grants administration and office management), and want to get exposure to the philanthropic world and enjoy being part of a small, growing team. You are focused and relentlessly follow through on numerous details with little guidance. You are comfortable with a variety of software platforms (Microsoft Office, Excel, PowerPoint) and learn new software quickly.

Overview of Position
The Grants Administrator/Office Manager will have sole responsibility for all back-end and logistical operations of PPFF’s grants management processes including application and reporting systems. This person also will provide office management and administrative support to the PPFF team and Board of Directors, as needed.

Title: Grants Administrator/Office Manager
Supervised by: Senior Program Officer
EEO classification: exempt (salaried)
Status: Full-time; In-office (at least 80%); Must be fully vaccinated (including booster)

Salary Range: $45,000-$60,000

Benefits:
PPFF provides a competitive benefits compensation package. Benefits include three weeks of PTO (vacation and personal days), paid sick days, employer-paid health insurance, and a flexible work environment.

Responsibilities:
Grants Coordination (75%)
  - Process all proposals from receipt to grant closure for all programmatic focus areas.
- Prepare and coordinate correspondence with grantees, including technical assistance to applicants for grant application process and to grantees regarding compliance, and serve as first point of contact for applicants and existing grantees;
- Maintain grant pipeline documents and manage all proposals electronically;
- Contact potential grantees to ensure that all required grant application attachments are received and available for grant reviews;
- Prepare all award letters, discretionary and challenge grant agreements, declination and invitation letters in conjunction with Senior Program Officer;
- Coordinate with family offices to process grant check requests, electronic payments and grantee transmittal paperwork;
- Maintain systems to update ED and Senior Program Officer on status of reports, multi-year grants, grantee organizational changes, and fulfillment of all grant contingencies on a quarterly basis;
- Track and manage interim and final reports; and
- Update and reconcile internal contribution spreadsheets.

- Prepare board materials and attend quarterly Board meetings:
  - Coordinate scheduling of Board meetings;
  - With family office, develop and generate reports for board book presentations and to inform grant-making activities;
  - Assemble board book for quarterly grant meetings;
  - Attend Board of Director meetings, synthesize discussion into meeting notes and conduct follow-up as needed.

**Office Management (25%)**
- Perform general office management tasks, including but not limited to:
  - Ordering supplies, handling mail, managing facilities and equipment (including coordination with vendors), scanning, and photocopying;
  - Maintaining hard-copy and electronic files.
- Work directly with IT personnel to address all information technology needs;
- Serve as informational contact for general inquiries to the foundation, including answering the main office phone line and general email;
- Compile and submit all related expense reports and reimbursements;
- Coordinate logistics for meetings: manage invitations and scheduling, RSVPs, produce materials, handle A/V needs, set-up if in-person;
- Perform special projects and manage other duties as assigned by the ED and Senior Program Officer.

**Job Experience and Required Qualifications:**
- Bachelor’s degree;
- Minimum of two years of grants administration and/or office experience;
Required Skills Sets:
- Comprehensive knowledge and proficiency in Microsoft Outlook, PowerPoint and Excel, Zoom, Google Drive, Adobe Acrobat and ability to learn new technology quickly;
- Ability to work independently, prioritize tasks, meet deadlines and manage multiple projects simultaneously;
- Excellent writing and proofreading skills;
- Exceptionally detail-oriented and meticulous, with strong analytical and reasoning ability.

Qualities:
- Exercise considerate discretion, judgment and confidentiality with sensitive information;
- Flexibility to pivot and prioritize as needs arise;
- Ability to multitask;
- Sense of curiosity about our work and desire for camaraderie in a work environment.

Work Environment
The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

This position is full-time. Regular hours are Monday through Friday, 8:30-5:00, Monday through Friday. The PPFF office is located in Lincoln Park.

Application Process
- Interested applicants should email a cover letter specifically addressing why they are interested in the Foundation, this position and how their past experience directly relates to the role described above, salary requirement, and a resume to: careers @ whitehodgehr.com
- Subject line should read: Your Name (Last Name, First Name): Grants Administrator/Office Manager
- No phone calls please.
- The Foundation seeks to fill this position as soon as possible and will work actively to build a highly diverse pool of candidates.

PPFF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. PPFF seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. PPFF is committed to elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.