



The Zalik Foundation is an Atlanta based family foundation that works toward its mission to create knowledgeable Jews, ensure children and seniors live with promise and dignity, empower women and girls, promote entrepreneurship, and ensure for a sovereign and thriving Israel.

We are seeking a hard-working, dependable, and highly organized Grants Management and Administration Associate to serve as an integral member of our small team who will provide essential administrative, grantmaking and office management support to the Foundation and its executives. This is a fantastic opportunity for a highly organized individual who is interested in the nonprofit or philanthropic sectors and is seeking to advance their career. The individual should have database management experience or is an adaptive learner willing to undertake an intensive database onboarding and training period.

Position Title: Grants Management and Administration Associate

Location: Atlanta, GA

Hours: Full time (40 hours/week)

FSLA: Non-Exempt

Organization: This full-time position reports to the Executive Director

Duties & Responsibilities include but are not limited to:

Grant and Database Management (75%):

- Manage all aspects of Fluxx grants management platform, which includes form building, creating and updating grant records, user accounts, and ensuring data integrity throughout database.
- Generate and revise draft grant agreements and proposal summaries, and detailed reports providing summary and of Foundation's grantmaking data.
- Provide technical support and *basic* training to internal users, grantees, and applicants.
- Troubleshoot and resolve issues with database as they arise.
- Provide administrative support for grants processing, including review and audit grant applications and reports for compliance with data integrity standards and grant application procedures.
- Support Fluxx platform maintenance and upgrades. Identify, recommend, test and implement approved updates and enhancements.
- Serve as Foundation liaison to Fluxx. Stay up to date on changes, new features, and best practices.
- Maintain library of Fluxx and Foundation processes, policies, and procedures.
- Participate in training and educational opportunities to augment knowledge and experience in all aspects of database and grants administration.

Administrative Assistance and Office Management (25%):

- Manage President and Executive Director's calendars, including heavy scheduling and confirmation of meetings. (virtual and in-person). Send daily meeting calendar to President.
- Provide support for board meetings throughout year, which includes compiling meeting materials, assembling binders for staff and trustees, and taking meeting minutes.
- Manage Executives' work-related travel and logistical arrangements, including registrations, booking flights and ground transportation, reserving hotels, arranging meals, etc.
- Prepare meetings at the Foundation office which may include collecting RSVP's, greeting guests, ordering meals, setting up conference room IT equipment and software, and providing other set up or clean up as needed.
- Process monthly expense and reimbursement reports.
- Support writing assignments, which may include drafting or editing correspondence, tribute ads, articles, or summary reports.
- Maintain annual foundation holiday calendar, board meeting calendar and contact list.



- Perform general office duties such as answering phones/emails, monitoring office supply inventory, maintaining common office areas and equipment, managing mail and correspondence, running errands, managing digital files.

Qualifications:

- Bachelor's or Associates degree from an accredited institution.
- 3 Years Full-Time Experience.

Knowledge, Skills and Abilities

- Proficiency with Fluxx Grants Management or similar cloud-based grants management systems.
- Proficiency with Microsoft Office (particularly Excel, Word, PowerPoint, and Outlook), as well as Dropbox, DocuSign, Expensify, and Adobe Acrobat.
- Detail oriented with great organization skills.
- Effectively prioritize, multi-task and manage time to support the work of various functions.
- Ability to communicate technical issues to non-technical users.
- Ability to communicate clearly and concisely verbally and in writing.
- Takes initiative, as appropriate, and can work well independently and as part of a team.
- Protect sensitive information by maintaining the highest level of discretion and confidentiality.
- Positive attitude and strong sense of integrity.
- Desire to support a small team and work in a small organization.

Desired but not required Qualifications, Knowledge, Skills and Abilities:

- Previous experience managing a relational database.
- Knowledge of principles and practices of grants management and philanthropy.
- Familiarity with HTML or Ruby Programming Language.
- Certified Georgia notary or willingness to receive notary certification within first 90 days.
- Professional or volunteer experience in the Jewish community.

Salary Range

Compensation is commensurate with experience. As a non-exempt position, the role is eligible for overtime.

Requirements/Other

This job is based in Atlanta, Georgia and is not remote. The Foundation offers a complete benefits package that includes medical, dental, and vision insurance; paid time off; a 401K plan with an employer contribution; and charitable contributions on behalf of employees.

To Apply:

Interested candidates should email a cover letter and resume to admin@zalik.org. Please note " Grants Management and Administration Associate " in the subject line. No phone inquiries, please.

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