



Unitarian Universalist
 Congregation at Shelter Rock
Human. Kind.

Title	Grants Administrator (Veatch)	Classification	Non - Exempt
Reports To	Operations Manager —Veatch Prog	Weekly Work Hours; 37.5	Date 6/4/2020
<p>Summary: As an integral member of the Operations team, the Grants Administrator implements key tasks for effective grantmaking, financial analysis, technical support and communication efforts with grantees and partners, for the Unitarian Universalist Veatch Program at Shelter Rock, a national funder of community organizing and civic engagement non-profits.</p>			
Position Responsibilities			
Grants Management		<ul style="list-style-type: none"> Perform a variety of responsible duties requiring independent analysis, judgment and knowledge of grantmaking functions; maintain records, process complex documents and compile regular and special reports. Support the ongoing development of grantmaking systems, currently for managing nearly 200 annual grants across the country. Input information and process grants data using Foundant, the current grants management system (GMS). Complete due diligence review of grant applications. Maintain database and all filings systems of grants, inquiries and declinations; generate reports on grantees utilizing the GMS. Provide reports to ED and Program team regarding grantees. Respond to all email, mail and phone inquiries about pending requests. Correspond with current grantees about grants, required budget and staff information, news articles and report requirements. Compile data about grantees for the annual report and other publications. 	
Board Support		<ul style="list-style-type: none"> Assist in preparation of grants meeting agendas, grant write-ups, Board docket, and additional material being sent to the Veatch Board. Maintain accurate records and filing systems for planning and tracking Board meetings and Board decisions, including minutes. Assist the Administrative Coordinator as needed to coordinate Board meetings logistics. 	
Financial Management and Analysis		<ul style="list-style-type: none"> Prepare financial analysis including Financial Health Indicator (FHI) forms for incoming grants. Track budget expenditure and prepare grants analysis and allocations charts for board review. Maintain up-to-date balances for mini grant funds and support allocations monitoring. Prepare payment requests for finance office processing, transmit and track grants payments. Provide financial due diligence for incoming grant applications. 	
Team Support		<ul style="list-style-type: none"> Support Program and Operations team when requested, in execution of site visits and Veatch program events. Support Operations team in seeking and providing innovative tools, technology and systems for effective grantmaking. Maintain forms to make procedures more efficient. Assist new support staff with procedures. Participate in team building events. 	

DEVELOPMENTAL MINISTER: The Reverend Jaye Brooks
MINISTER FOR PASTORAL CARE: The Reverend Jennifer L. Brower
MINISTER OF LIFESPAN RELIGIOUS EDUCATION: The Reverend Dr. Natalie M. Fenimore
CONGREGATION OPERATIONS ADMINISTRATOR: Adam Barshak
VEATCH EXECUTIVE DIRECTOR: Joan Minieri
MINISTERS EMERITI: Dr. Christine M. Wetzel, Dr. Barry M. Andrews, Dr. Paul S. Johnson

Qualifications & Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience.
Work Experience	<ul style="list-style-type: none"> • At least 5 years of progressive experience in a grant making program.
Physical Requirements	<ul style="list-style-type: none"> • Must be able to sit for extended periods of time. • Must be able to read small print. • Able to travel.
Driver's License	<ul style="list-style-type: none"> • Not required.
Work Schedule	<ul style="list-style-type: none"> • Monday through Friday, 7 hours a day. • Some evening and weekend hours required for Board meetings or special projects; overtime as needed. • Occasional travel (2-3 times per year).
Professional Skills	<ul style="list-style-type: none"> • Excellent computer skills (Microsoft Word, Outlook, PowerPoint and Excel and similar programs; online scheduling, experience with grants data management programs, Foundant experience a plus.) • Capacity for taking initiative and working both independently and collaboratively. • Excellent writing and editing skills (letters, minutes, grants listings, etc.). • Accuracy and attention to detail. • Reliable and able to work well with grantees, funder colleagues, program officers and other support staff. • Excellent time management, managing multiple deadlines and priorities. • Demonstrated ability to work effectively in a distributed/remote environment • Team approach, strong collaboration skills, high social and relational capacity, and positive attitude. • Able to support and work with individuals and organizations representing a mix of racial, ethnic, religious and socio-economic backgrounds. • Understanding and acceptance of the philosophy and values of Unitarian Universalism and the program priorities of the UU Veatch Program.
Technology and other equipment	<ul style="list-style-type: none"> • Excellent computer skills specifically with Microsoft Office Suite. • Knowledge of grant making systems preferable.
Salary	<ul style="list-style-type: none"> • Competitive based on experience, with excellent benefits.

A resume with cover letter describing your interest in this position, salary expectations, with names, email addresses and phone numbers of three references, should be submitted electronically to veatch-search@crenyc.org and put "Grants Administrator Search" in the e-mail's subject line. The position will remain open until filled; however, applications received by **Monday, June 29th** will receive priority consideration. No phone calls please.

The Unitarian Universalist Congregation at Shelter Rock invites applications from candidates regardless of race, gender, sexual orientation, age or disability. The Unitarian Universalist Veatch Program at Shelter Rock is an Equal Opportunity Employer and complies with the Americans with Disability Act.

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