



## **Grants Manager/Office Administrator**

Position Description

May 2024

Reports to: CEO

Status: Full-time

Currently hybrid: 3 days in the office (downtown Chicago); 2 days remote

Location: Chicago, IL

EEO classification: Non-Exempt (40 hours/week)

Salary Range: \$65,000 - \$85,000, commensurate with experience

### **Who We Are**

The Pritzker Pucker Family Foundation (PPFF) is a Chicago-based, private foundation that represents the intrinsic passions and interests of the Pritzker Pucker family for creating a positive impact in the world. PPFF develops strategies and supports high-impact programs that seek to transform individuals, families, and communities through innovative, collaborative and scalable approaches. To date, PPFF focuses on three program areas: community safety and wellness; arts, culture and the creative economy; and educational innovations. With a new CEO and building upon its history and impact, PPFF is at an exciting point of growth and evolution.

### **The Role and Opportunity**

We are seeking a Grants Manager/Office Administrator to join our collaborative four-person team, which is committed to making positive change in Chicago and beyond. In this position, the Grants Manager/Office Administrator plays the key role in managing the foundation's grant making process. As PPFF converts to a formal grants management system, this position, in collaboration with the rest of the grant making team, will help drive the conversion to and implementation of a new system, design processes and policies, work with grantees and partners, maintain data and share insights from it, and ensure that a new system meets the needs of partners and the foundation. In addition, this role will provide office management and administrative support to the CEO and the PPFF team.

### **Grants Management (70%)**

- Help the team envision, design and implement a new electronic grants management system
- Once operational, manage overall grant workflow processes and procedures
- Serve as the point person for grantee inquiries about the grants process – including application, approval, grant agreement execution, payments, financial and narrative reporting, etc.
- Work effectively with PPFF staff on grant processes from pre-application to closure

- Support the CEO and team on annual grant cycles – produce and assemble materials, compile Board books; attend Board meetings and ensure grant-related follow up
- Communicate and work effectively with the family office on processes and payments related to grants
- Maintain data integrity of grants management system records
- Conduct analysis and share learnings and insights with staff and family to help illuminate the foundation’s work
- Join and actively participate in PEAK Grantmaking
- Develop ideas for policies and practices and demonstrate efforts to improve and streamline grantmaking operations
- Troubleshoot issues, work with and serve as liaison with vendors; serve as point of contact for contract and license management
- Maintain adaptability and flexibility as the grants management function evolves

### **Office Administration (30%)**

- Provide administrative support to CEO and team (e.g., schedule calls, meetings, site visits; plan meetings; prepare for Board meetings; etc.)
- Maintain and update the website (on WordPress) and liaise with web developer as needed
- Monitor and respond to incoming inquiries to PPF’s email inbox
- Order office supplies
- Prepare expense reports as needed
- Participate in team meetings and take notes
- Contribute to organizational development and change processes
- Build knowledge and proficiency in philanthropy through attending conferences and seminars, and collaborating with other foundations and sector resources as appropriate
- Manage special projects and other duties as assigned periodically by the CEO

### **Experience and Qualifications**

- Bachelor’s degree preferred
- Two to five years’ relevant work experience
- Experience with philanthropy a plus
- Experience with grants management systems (or comparable software) required, preferably two years
- Exceptionally detail-oriented and organized
- Excellent verbal and written communication skills for both internal and external audiences
- Strong critical thinking and analytical skills, with the ability to synthesize and present information visually and narratively
- Works well independently while also collaborating with a small dynamic team
- Excellent computer and research skills, including Microsoft Office suite, Google suite, Zoom, data visualization and the ability to learn new technology effectively
- Strong interpersonal skills; possesses a high level of emotional intelligence
- Ability to help build and support an effective and collaborative work environment with the PPF team

## **Attributes**

- Desire to participate as a key member of a collaborative, mission-driven team committed to positive culture, trust, continuous improvement, and community impact
- Passion for procedure, compliance, and data accuracy
- Flexible and responsive work style with the ability to manage tight deadlines and shifting priorities
- High level of professionalism with attention to maintaining sensitive and confidential information
- Proactive, can-do attitude with ability to troubleshoot and problem solve
- Strong service and relationship-building mentality
- A learning mindset and willingness to modify approaches as new information is available
- Ability to confidently interact with senior leadership
- Commitment to PPF vision and values
- Ability to approach the workplace with curiosity, a sense of humor, compassion for nonprofit issues, integrity, optimism and fun

## **Compensation**

This is a full-time position (40 hours/week) based in Chicago, IL. The Pritzker Pucker Family Foundation currently follows a hybrid work model with employees working in the office three days each week in downtown Chicago and from home on the others.

The compensation for this role is competitive and commensurate with the candidate's experience. The salary range is \$65,000 - \$85,000. The Foundation also provides outstanding benefits, including health, dental, and vision insurance, a matched retirement plan, and generous paid leave.

## **Equal Employment Opportunity**

All qualified candidates will receive consideration for employment without regard to actual or perceived race, religion, color, citizenship, sex, gender or gender identity, pregnancy status, national origin, ancestry, age, disability, marital status, sexual orientation, military or veteran status, or any other characteristic protected by local, state or federal law.

## **How to Apply**

Please send expressions of interest to [GMPosition@pritzkerpuckerfamilyfoundation.org](mailto:GMPosition@pritzkerpuckerfamilyfoundation.org) with "YOUR NAME: GRANTS MANAGER" in the subject line. Please include: 1) a cover letter that outlines your experience and fit with the qualifications above; and 2) a resume. Any questions about the position can also be addressed to that email. Names of applicants will be held in confidence.

We will review applications regularly and expect to begin interviews in May, with hopes for a July start date. Thank you for considering this opportunity.