

SCIENCENTER POSITION DESCRIPTION

Grants and Administrative Coordinator

(2018-11-06)

Title of Manager: Director of Foundation and Corporate Relations

Main Functions:

The Grants and Administrative Coordinator is responsible for assisting with the Sciencenter's grants program and supporting the Executive Director and senior team. This position has a key role in assisting the Director of Foundation and Corporate Relations in grant administration, including assisting in grant preparation, budget development, proposal review, and financial reports. The Grants and Administrative Coordinator will also provide administrative support for the senior team including Board support and administrative coordination.

Duties and Responsibilities:

Grants Coordination (50%)

- Coordinates contracts with partners on grant-related projects
- Assists with the development of budgets, financial reports, and other collateral grant materials
- Ensures the timely submission of progress reports
- Maintains electronic and hard copy grant files; manages grant contact lists.
- Ensures the appropriate entry of grants (corporate, foundation, and federal) into donor management system (DonorPerfect)
- Prepares invoices, and oversees payments with project partners, sub-awardees and/or subcontractors
- Works closely with Director of Foundation and Corporate Relations to close grant accounts upon completion of grants or other funded projects
- Assists with summarizing grant activity in preparation for the annual audit
- Other duties as assigned

Administrative Coordination for the Board of Trustees (15%)

- Keeps official records of the Corporation, including charter, bylaws, minutes of Board meetings, officer and committee membership rosters, committee minutes, contracts, etc.
- Maintains Trustee records: terms, committee assignments, bios, attendance, etc.
- Sets up/calendars all committee meetings, provides notice and advance information in conjunction with Executive Director and other Senior Staff, completes follow-up mailings
- Responds to Trustee requests for information and assistance in pursuing projects
- Organizes and implements hospitality for Trustees
- Other duties as assigned

Administrative Coordination for the Executive Director and Senior Staff (35%)

- Keeps calendar, schedules, makes travel and meeting arrangements and performs other organizational duties including issuing purchase requisitions and other documentation
- Opens and prioritizes mail; drafts or otherwise assists with correspondence and reports as requested, and maintains tickler, contacts, and correspondence files
- Assists Executive Director with special projects
- Semi-weekly deposits of incoming checks and monthly reconciliation of corporate credit cards
- Works with senior staff on annual budgets, grant reporting, and other analyses as needed
- Other duties as assigned

Experience and Skill Requirements:

- Excellent administrative and organizational skills and the ability to prioritize own workload
- Experience developing and/or managing budgets
- Ability to compose reports, presentations, memos, emails, and other written documents in an organized, logical, and concise manner. Ability to write well is extremely important, as are attention to detail and correct grammar usage
- Proficient in word processing, spreadsheet and e-mail software applications required; Word and Excel required
- Bachelor's degree in a relevant field or equivalent years of experience
- 2 years of prior work experience in a fast-paced environment

Working Conditions:

Office environment within a science museum. Must work well in both an individual and team setting

Time Commitment:

Full-time (40 hrs/wk), non-exempt position

Salary and Benefits:

Salary commensurate with experience and qualifications. Sciencenter benefits provided

Application Instructions:

Please send a resume and cover letter in PDF format to: cFagan@sciencenter.org

Deadline:

Open until filled

The Sciencenter is an Equal Employment Opportunity Employer