



Grant Administrator

Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries around the world. Each year, JFPBC inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$55 million creating powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, to build a strong and inclusive Jewish community and to provide help to those struggling through adversity.

JFPBC seeks a Grant Administrator to work with donors, Accounting and MJCF staff processing all grants, contributions, insurance. The Grant Administrator is also responsible for administrative tasks including scheduling meetings and preparation of minutes for Supporting Foundations, preparation of Board of Directors reports, and maintaining Excel databases of annuity payments, outstanding checks, and tax receipts for contributions.

Essential Duties and Responsibilities:

- Corresponds with donors and confers with coworkers to answer inquiries and resolve donor account problems.
- Data entry for cloud-based system for all receipts and disbursements (primarily grants), a weekly process including acknowledgement letters and mailing of grant checks.
- Researches to ensure charities are 501(c) 3 compliant.
- Sets up new accounts and closes existing accounts.
- Prepares Board of Directors grant reports on a monthly basis.
- Keeps track of outstanding checks, stop payments and reissues.
- Keeps track of all insurance policies and ensures timely premium payments.
- Composes and mails letters using mail merge templates.
- Maintains files by donor for all accounts.
- Transcribes and drafts minutes for Supporting Foundations.
- Verifies and mails out all 1099 or K-1 forms to annuitants.

Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- Portion of medical & dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

Position Summary

Posted: November 2023

FLSA Designation: Non-exempt

Full/Part-Time: Full-time

Qualifications and Success Factors:

- High School diploma required preference for associate degree or greater and five or more years' experience with grants administration or equivalent combination of education, experience and skills required.
- Excellent customer service skills and professionalism required.
- Excellent written and verbal communication skills required.
- Strong work ethic and a purpose-driving commitment to the mission of Federation.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Knowledge of stocks, bonds and mutual fund transactions.
- Ability to work in a fast-paced environment, meet deadlines, prioritize tasks, multi-task, respond to urgent matters, and pay attention to detail.
- Must be able to handle confidential data with sensitivity and discretion.
- Must be able to work off-shift hours including nights and weekends, as needed.

Apply online via JFPBC's [Career's page](#), or email resume and cover letter to: HRsvp@jewishpalmbeach.org

JFPBC strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.