



**GRANTS ASSISTANT
JOB DESCRIPTION
January 2021**

Location: Bayside, CA, and remote work as required per COVID-19 safety protocols
Department: Strategy, Program and Community Solutions
Reports To: Grants and Scholarships Program Director
Time Commitment: 40 hours/week: 8:30am-5:00pm, including occasional evening and weekend work
Status: Regular Non-exempt
Market Wage: \$18.00/hour
Hiring Range: \$15.00-\$16.00/hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of Humboldt, Trinity, Del Norte, and Curry counties by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local donors, HAF has awarded more than \$80 million in grants and scholarships since 1972. HAF, along with its affiliate Wild Rivers Community Foundation, focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities' ability to solve problems and address the root causes of those problems. Long-standing programs of the foundation include the Native Cultures Fund, Cascadia Center for Leadership and the Northern California Association of Nonprofits, and current initiatives include Building Healthy Communities -- a 10-year initiative focused on improving the health and wellbeing of Del Norte County and Tribal Lands -- and the Equity Alliance of the North Coast -- a collaborative effort to understand and improve racial equity through education, dialogue, and coaching opportunities.

Job Description Summary

The Grants Assistant is responsible for a variety of administrative, logistical, and customer service tasks that support the daily functions of the Foundation's grants and community based programs and initiatives. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be able to take direction from multiple staff members, prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization. This position experiences prolonged time on the computer and phone.

Essential functions of the position include providing customer service support to grant applicants and review committees and tending to community relationships in order to create a more equitable, accessible, and evolving grants program. It also includes providing logistical and administrative support to HAF's grant programs. This position ensures applications and related review systems are updated and user friendly; prepares letters and reports; heavy focus on data entry; provides guidance to prospective grantees; updates the website, drafts communications; provides administrative and logistical support for meetings; creates and maintains filing systems; communicates with foundation partners; and general team support.

This position fully participates in the team to fulfill HAF's mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities," and to practice organizational values of community, empathy, and equity.

Job Duties

Support HAF Grantmaking Activities - 35 hours per week

- Responsible for all administrative coordination with structured deadlines
- Coordinate and support outreach, communications and community engagement for programs and processes
- Provide support to applicants, grantees and committees including scheduling and attending internal and external meetings
- Seeing through the application process from beginning to end: update and draft grant applications, screen applications for eligibility, data entry and coordination of notification
- Utilize, update and generate reports in constituent databases (CRM, FIMS, etc)
- Maintain organized filing system
- Update and follow grantmaking procedures while effectively supporting workflows, program evaluation and development
- Update applicable sections of website
- Coordinate events

Team, Organizational and Administrative (5 hours/week)

- Participate in team meetings and team building efforts
- Participate in all staff meetings, activities and trainings
- Cross-train with other administrative support staff
- Contribute to HAF strategic plan
- Administrative support for Team Director
- Reconcile team credit card statements each month
- Back-up support for other team Assistants and Coordinators
- Provide phone back-up and reception coverage as needed
- Other duties as assigned

Minimum Qualifications

- Performs work with a high level of accuracy and an eye for detail; is able to identify and correct mistakes in own work

- Effective and efficient time management skills - has the ability to handle multiple responsibilities simultaneously, prioritize and balance workloads with minimal supervision, and meet critical deadlines in a busy office environment
- Minimum one year full-time experience working in an administrative role that has provided the knowledge, abilities, and skills noted below:

Knowledge, Skills, and Abilities

- Experience with and comfort using office equipment such as computers, phones, printers, etc.
- Proficiency and comfort using the intermediate level functions of Microsoft Office suite (Word, Excel, Power Point) or similar programs such as Google Docs
- Proven ability to provide excellent customer service - has experience working with a diverse public in a welcoming, friendly, and helpful manner, and handles interactions with creativity and diplomacy
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Ability to work independently as well as an effective team member - takes initiative to implement work with little follow-up needed, asks questions when necessary, identifies issues, proposes solutions and next steps, and collaborates in problem-solving
- Ability to anticipate, identify, and address others' needs in a dynamic work environment
- Illustrates strong written communication skills, including a knowledge of written correspondence etiquette for a business setting
- Demonstrates clear and professional verbal communication skills, and acts as a poised representative of the Foundation, in all methods of communication
- Demonstrates willingness to collaborate in team-building conversations
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Willingness to follow existing policies and procedures and ability to learn, adapt to, and track new systems and procedures
- Ability to work the hours required for this position, and is both punctual and reliable
- Possess a valid California driver's license and current auto insurance

Preferred Qualifications

- Past experience providing administrative support to committees– taking meeting minutes, logistics, calendar coordination, travel arrangements and creating committee packets
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems
- Applicable Bilingual proficiency (Spanish, Hmong, Tolowa, Hupa, Karuk, Wiyot, Yurok and/or other Native languages)
- Experience working in database systems
- Past experience with discussing and successfully addressing issues of equity, diversity and inclusion
- Knowledgeable about nonprofit business functions

- Over one year full-time experience working in an administrative role

Physical & Mental Requirements of the Job

Work is performed in office and meeting settings as well as in community gathering places. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 25 pounds.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee’s Signature

Date: _____

Supervisor’s Signature

Date: _____