

Operations and Grants Manager

Organizational Background

The Lynch Foundation forges partnerships with nonprofit organizations whose innovative ideas have the potential to sustain, multiply and influence the lives of others. Since the Foundation's founding in 1988, it has approached giving as an investment, placing resources in a diverse portfolio of sustainable organizations—from innovative and promising start-ups to well-established organizations, all with strong leadership. The Foundation's primary giving areas are in education, cultural and historic preservation, health care and wellness, and the religious and educational efforts of the Roman Catholic Church. In each of these areas, the Foundation approaches its relationship with grantees as a partnership, with the Foundation providing the necessary resources and support to ensure that grantees succeed. The commitment to finding and supporting innovative leaders and organizations combined with differentiated grantee support allows the Lynch Foundation and its partners to act as catalysts for effective change which addresses key needs in the Greater Boston community.

Position Description

Reporting to the Executive Director, and providing support to the Vice President of Programs and the Board of Trustees, the Operations and Grants Manager will develop and implement the key operational systems necessary to ensure the Foundation maintains excellent service to grantees, partners, and other key stakeholders. With both internal and external facing responsibilities, the Operations and Grants Manager, will oversee all office administrative functions, manage the grants management system, and coordinate internal and external communications to key stakeholders.

The Opportunity

This position is well-suited for a self-motivated individual, who is interested in learning about impact-oriented philanthropy and has a knack for operations, organizational systems, and project management. The Foundation's small team means that the Operations and Grants Manager will have the opportunity to see all the pieces of the giving cycle, from investment pipeline building, to due diligence, to grants management, and evaluation. The Operations and Grants Manager will get to know each of the Foundation's grantees, as they will ensure these grantees have a smooth process in applying for grants and partnering with the Foundation staff. In addition, the Operations and Grants Manager's support of the Executive Director, the Board of Trustees, and the Vice President of Programs, provides an opportunity to gain insight on how the Foundation manages and conducts its work to make informed investments that advance change. Lastly, the fast-paced and dynamic nature of the Foundation's work, will allow for opportunities for the Operations and Grants Manager to take on special projects from time to time, which support grantees or key Foundation initiatives.

Responsibilities Include:

Grantmaking

- Manage CyberGrants database
- Assist current and potential grantees through the on-line grant process
- Execute formal acceptance and rejection letters as well as checks to grantees
- Prepare Board Books for Trustee meetings in conjunction with Vice President of Programs
- Monitor and track evaluations of current grantees
- Track and update performance indicators used to assess the impact of the Foundation's grantmaking
- Assist with other administrative and housekeeping projects and tasks as required

Office Operations and Management

- Oversee all administrative functions for the office including answering phones, greeting visitors, ordering office supplies, opening, sorting and responding to mail
- Monitor inquiries to the Foundation's general email inbox, field requests and craft responses
- Provide administrative support to the Executive Director for scheduling, meeting preparation and execution, and travel
- Communicate and coordinate with Trustees of the Foundation for meetings, special events, and site visits
- Edits and proofreads critical internal and external documents

Communications

- Manage and update Lynch Foundation website
- Draft and coordinate communications between a variety of external and internal stakeholders

The ideal candidate will have:

- At least 2 years of full-time work experience in a professional organization
- A demonstrated interest in the social sector
- Strong organizational skills and detail orientation, and an ability to manage and prioritize a complex set of tasks
- Excellent written and oral communication skills
- Demonstrated ability to be a flexible team player who is service-oriented and collaborative, and is comfortable working on a small team
- Ability to solve problems quickly, and to anticipate and be responsive to different stakeholder

needs

- Advanced computer skills, including proficiency with MS Office suite and a strong aptitude to learn other software systems
- Familiarity with Wordpress, Cybergrants, and Tableau or a strong comfort with learning new technical programs
- Ability to effectively interact and collaborate with a diverse set of colleagues and stakeholders, including grantees, Trustees, community members, and senior colleagues
- A high level of curiosity and desire to learn

Benefits

- Competitive salary
- 100% Company paid Medical Coverage (BCBS PPO & Metlife Dental)
- Generous Life Insurance Package
- Cellphone stipend
- Generous PTO Package including every Friday off in July & August

If interested please send a cover letter and resume to
jobs@nrgconsultinggroup.org