



## Overview

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$165-million-dollar endowment, WHF annually awards over \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to enhance health in Greater Williamsburg.

## The Opportunity

WHF is currently accepting applications for a **Grants Assistant** to provide dedicated administrative services in support of the Foundation's Grants Program staff to advance the Foundation's grantmaking programs. This position provides an opportunity to experience various aspects of grants administration, foundation operations, and communications. Primary responsibilities include the administration of grants and funded projects, information management, reporting, and developing effective communications for the Board, Foundation partners, and broader community.

### Grants Administration and Information Management

- Screen grant applications and reporting materials for completeness and follow up with applicants as needed.
- Record grantmaking activities with accuracy using online grants management system.
- Oversee the timely processing of approved grants, including preparing cover letters and grant agreements.
- Track and review grantee payments and reports due, sending reminders to grantees and program staff as needed.
- Maintain and update grantmaking procedure manuals and grant cycle timelines.
- Support installation and build-out of online grants management system.
- Manage data and generate reports from the grants management system.
- Attend occasional nonprofit site visits and meetings and record notes and minutes.

### Office Administration

- Provide administrative support to the Program Team to include developing correspondence and reports, taking minutes at grants-related meetings, assisting with scheduling and coordinating meetings.
- Answer routine inquiries about the Foundation's grantmaking guidelines and proposal review process.
- Coordinate logistics for community and grantee convenings and site visits as requested.

### Reporting and Communications

- Serve as backup to the Administrative Assistant for the WHF website.
- Act as backup liaison with the Foundation's communications/IT vendors, assuring appropriate systems maintenance and communications safeguards.
- Under the direction of the President & CEO and VP of Programs, develop and implement an annual communications plan to support Foundation initiatives.
- Represent the Foundation at community meetings, conferences, and other events upon VP of Programs request.
- Work with grantees to effectively communicate with media about Foundation-funded efforts as requested.
- Perform other duties as assigned.

## **Minimum Qualifications**

- An undergraduate degree.
- High level of attention to detail and accuracy and deadlines.
- Excellent math, oral, written, and interpersonal communication skills including proper grammar, spelling punctuation, and keen proofreading skills.
- Excellent organizational and analytical skills.
- Capacity to coordinate multiple projects simultaneously.
- Knowledge or experience with nonprofit organizations.
- Experience with Microsoft 365 including Outlook, Teams, SharePoint, Word, Excel, PowerPoint, and database applications.
- Professional and welcoming demeanor both in person and by email or phone.
- Familiarity using a grants lifecycle management system and/or customer relationship management system strongly preferred.

## **Required Competencies and Skills**

- Ability to use office equipment including computer/printer systems, copy machine, and audio visual.
- Ability to identify problems and work with others to accomplish resolution.
- Ability to compose correspondence, meeting minutes, and reports. Excellent communication skills.
- Ability to work well with individuals from diverse backgrounds.
- Ability to manage details and function independently.
- Ability to maintain high degree of discretion and confidentiality.
- Ability to travel outside of the office building as necessary.

## **Compensation and Benefits**

This is a full-time position working 30 hours per week. Competitive Salary & Benefits Package including health, dental, vision, PTO, 403(b), professional development, nine paid holidays per year in addition to end of year and mid-Summer office closures. The starting salary is \$55,000 commensurate with experience and education.

## **Application Requirements**

Interested applicants should provide a cover letter that describes interest and skills background, along with a resume to [recruiting@williamsburghealthfoundation.org](mailto:recruiting@williamsburghealthfoundation.org).