



BERKS COUNTY
COMMUNITY FOUNDATION

Grants and Scholarships Administrator

The Grants and Scholarships Administrator supports Berks County Community Foundation's Program team by serving as an administrative backbone of its grantmaking and scholarship work. The position is responsible for accurately entering and timely processing grants and scholarships in the foundation's online system (Foundant), ensuring awards are ready for payment by the Finance team. The Administrator ensures applications are applicant-ready, assists users with technical questions, prepares reports for program officers, coordinates and schedules meetings, and supports special projects as needed. This position reports to the Vice President for Programs and Initiatives.

Responsibilities of Position:

Grant and Scholarship Administration:

- Grant and scholarship lifecycle database management: Responsible for assisting in build-out of new application processes and existing processes, managing grant award documentation, documenting approvals, creating new applications in the database, collecting and analyzing grantee metrics, and generating reports.
- Data entry: Accurately enter and update grant and scholarship payment entries.
- Communicate with applicants, school districts, and evaluators to provide general information and technical assistance related to the grant and scholarship process and systems.
- Maintain accuracy of contact information in the database management system.
- Ensure the Foundation complies with tax and legal requirements related to grants and scholarship awards and charitable fund requirements (training will be provided).
- Work with program officers to fully comprehend fund criteria, ensure all distributions appropriately match the fund purpose, and accurately enter grant payment information.
- Monitor post-award progress to ensure that all award/grant/scholarship conditions are met.
- Recommend website updates related to grant and scholarship administration as needed.
- Complete special projects as needed.
- Schedule meetings, reserve and set up meeting space, and record minutes for committees.
- Other duties as assigned

Position Scope:

- Full Time Non-Exempt
- Direct Reports: None
- Pay: \$23 - \$26 per hour

Attributes/Skills Required/Sought:

- A sense of humor.
- Excellent customer service skills and ability to interact professionally with a variety of individuals.
- Strong organizational skills and ability to manage competing priorities.
- Superb project management skills with the ability to track deadlines, project goals, and team member responsibilities.
- Excellent computer skills and technologically savvy (new software, Microsoft Suite Products, comfortable with new software and databases). Experience with CRM systems desirable.
- Data driven, customer focused, adept at relationship building and communication, forward thinking, adaptable/flexible.
- Rigorous attention to detail and accuracy.
- Demonstrated ability to work both independently and in a team environment.
- Excellent interpersonal skills, oral and written communication skills.

Experience/Education Required/Sought:

Minimum 5 years of administrative experience required
High School Diploma or GED