Job Description

JOB TITLE: Grants and Administrative Assistant
LOCATION: San Francisco, CA
FULL/PART TIME: Full-time
REGULAR/TEMPORARY: Regular
EXEMPT/NON-EXEMPT: Non-exempt

BACKGROUND
The S. D. Bechtel, Jr. Foundation and Stephen Bechtel Fund (together, the “Foundation”) are dedicated to advancing a productive, vibrant, and sustainable California. Grantmaking supports the work of nonprofit organizations and initiatives that demonstrate the potential to address critical challenges to the health and prosperity of California. The Board of Directors has made the decision to invest all of the Foundation’s assets by 2020. As a result, the Foundation’s levels of grantmaking, strategic focus and staffing have increased over the last few years.

The Foundation’s two program areas are Education and Environment. The Education group includes In-School, Out of School, and Policy and Advocacy Sub-Programs. The Environment group includes Water and Land Sub-Programs. The Grants and Administrative Assistant will be an integral part of the Foundation Services team and will report to the CFO and work under the direction of the Office Manager and the Senior Grants Manager.

Grants Management Assistance
- Respond to Letters of Inquiries (LOI); route LOIs to appropriate programs for review; and record submissions
- Organize and maintain electronic and paper files of grant documents and resources
- Record receipt of grantee reports in grants database
- Assist with data entry and coding in grants database
- Produce reports including grant activity reports, payout reports, and other reports as needed for the Board, senior management, and program teams
- Support Grants Managers with administrative tasks related to compliance, generating grant documents, and mailing grant agreements and grant checks
- Work to enhance and improve grants management processes and increase efficiencies
Administrative Assistance

- Make preparations for and receive visitors to the Foundation
- Manage the Foundation conference room calendar
- Prepare conference rooms for meetings and handle breakdown and cleanup after meetings
- Maintain reception area, conference rooms, supply room. Take lead responsibility for kitchen
- Handle all incoming and outgoing correspondences such as mail, e-mail and faxes
- Oversee the maintenance and troubleshoot issues with office equipment; orient new staff on equipment usage
- Assist with the production of materials and logistics for quarterly Board meetings
- Coordinate food ordering, pickup/delivery for meetings and events
- Act as contact person for Foundation wide events, as requested
- Provide other support as needed to Foundation Services staff and Senior Management

SKILLS AND QUALIFICATIONS

- Three years related work experience and a strong interest in providing high quality administrative support to a professional team
- Bachelor’s degree preferred, but not required
- Skilled user of MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Experienced and comfortable working with numbers and in databases
- Impeccable attention to detail
- Strong document management skills
- Excellent interpersonal skills
- Ability to work well independently and with a team
- Excellent time management skills, aptitude for proper task prioritization, and a results-oriented work process
- Ability to handle sensitive matters with tact and discretion
- Professional demeanor, integrity, tact, and good judgment
- Dependability
- Sense of humor
PHYSICAL DEMANDS
A candidate must have the ability to communicate clearly through both oral and written means and to sit for extended periods both in meetings and at a computer.

EQUAL OPPORTUNITY
The S. D. Bechtel, Jr. Foundation is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

APPLICANTS WITH DISABILITIES
Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

SALARY AND BENEFITS
A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

APPLICATION PROCEDURE
Please submit an email with “Grants and Administrative Assistant Application” in the subject line, a cover letter and resume to SDBJrRecruiter@sdbjrfoundation.org by May 16, 2014. Please provide all information electronically, no phone calls.