



Job Description: Grants & Office Administrator

The Harris and Eliza Kempner Fund (HEKF) is a private family foundation located in Galveston, Texas. Its mission is to further the vision and heritage of the Kempner family's commitment to philanthropy and sense of responsibility to society. The HEKF offers grants to nonprofit organizations that primarily serve the Galveston, Texas community.

Position Summary

Reporting to the Executive Director (ED), the position will administer and support (and help develop where necessary) the internal systems to effectively manage HEKF's assets and operations. The position has significant responsibility and will conduct important tasks to assure the regular functioning of the organization. This position is critical to helping HEKF fulfill its mission. The Grants & Office Administrator is a fulltime, office-based position located in Galveston, Texas.

Responsibilities include but are not limited to:

Financial Responsibilities

- Manage, maintain, and generate reports from accounting records and software and grantmaking systems
- Monitor and maintain budget
- Work with outside accounting firm
- Track and handle paperwork for filing of annual tax and legal documents

Grants Administration Responsibilities

- Maintain and keep up-to-date grants database
- Manage and execute HEKF Matching Grants program; maintain up-to-date records and communications
- Assure proposals' compliance and tax status with IRS and GuideStar
- Respond to general requests for information and grantmaking guidelines
- Review and remain current about emerging trends and best practices in grants administration, technology support, and philanthropy
- Be familiar with organizations receiving funding from the HEKF

Communications Responsibilities

- Serve as first point-of-contact for HEKF office by phone, email, and receive visitors to the Fund office; relay messages
- Update the website
- Assist Executive Director with preparation of key content/documents for production of foundation reporting and communications
- Support communications expansion with new tools and strategies (i.e. electronic quarterly/annual reports)

Administrative Responsibilities

- Oversee and manage the functioning the office
- Provide administrative duties to support the ED, to support the office in general, to support programs, and to support the Board and other committees, including support for meetings.
- Research and manage vendors, serve as liaison to vendors/providers, and administer internal programs
- Manage and maintain internal systems. (Blackbaud Grantmaking, GIFTS, Zoom); includes working with IT consultant and other office system vendors
- Ensure smooth workings of all administrative systems, regularly update documentation of HEKF office procedures, and implement process improvements when appropriate

Professional Attributes & Qualifications

The ideal candidate for this position has the following qualifications:

- Bachelors degree or higher
- Experience in a professional office setting required with some non-profit experience preferred

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- Experience with Blackbaud grantmaking database preferred but not required
- Strong organizational and administrative skills; capacity to multitask while also being highly detail-oriented.
- Strong oral, written, and interpersonal skills
- Proficient with computer and office systems, including Microsoft Office, QuickBooks, grants management and/or database software
- Demonstrated ability to manage multiple projects and meet deadlines
- Ability to work independently, as part of team, and in an administrative support role
- Digital media experience preferred
- Discretion, ability to maintain confidential information and a high degree of personal integrity are essential

How to Apply

Interested candidates should please send a cover letter, résumé, and references to lescott@kempnerfund.org

Applications will be accepted until filled. If you are interested, we strongly encourage applications as soon as possible.

The HEKF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.