

## **Job Description**

**Job title:** Grants Administrator

**Reports to:** The Director

### **Outline description of the role:**

The Charity Administrator will provide a key point of contact for charities and other organisations applying for grant funding. S/He will ensure that applications for grant funding are processed in an efficient, orderly and timely fashion and will assist the Director in deciding which applications are to be rejected or recommended for funding. S/He will maintain the electronic database of grant applicants and recipients and ensure that the Foundation's filing systems are kept up-to-date and in good order.

### **Main duties and responsibilities**

#### **Contact with charities:**

- To be the first point of contact for initial enquiries from grant applicants by telephone or in writing;
- To advise charities about application guidelines and processes;
- To issue standard grant offer letters to successful applicants as determined by the Foundation's Trustees and in accordance with grant giving criteria;
- To issue grant payment cheques as authorised;
- To receive timely reports from charities setting out how funds have been used and how any conditions specified in grant offer letters have been fulfilled.

#### **Processing applications:**

- To ensure that online grant applications are acknowledged, recorded and processed in a timely manner;
- To inform charities promptly when an application falls outside grant giving criteria or is rejected at the Initial Enquiry stage.

#### **Database management**

- To act as the system administrator for the Foundation's 'Benefactor' electronic database, hosted by the Gallery Partnership Ltd;
- To ensure that grant applicant or recipient information is recorded accurately on the database and kept up-to-date;
- To be familiar with the range of potential applications of this database system and ensure that they are used in such a way as to optimise the effectiveness and efficiency of grant administration;
- To observe the requirements of current data protection legislation and regulation.

#### **Website**

- To ensure that accurate financial and other information about grants awarded is uploaded onto the Foundation's website;
- To ensure that grant giving guidelines are presented clearly and accurately on the website;

- To receive and select news items from recipient charities which can be added to the website.

General administration

- To maintain the Foundation's paper filing system and archived materials;
- To maintain adequate stationery and other office supplies for the Foundation;
- To maintain accurate lists of grants given for inclusion in the Foundation's annual report and accounts;
- To provide such assistance for the preparation of management accounts, for the annual audit and production of statutory accounts as may be required;
- To assist with the production and issue of the agenda and other papers for quarterly meetings of the Foundation's Trustees;
- To attend quarterly meetings of Trustees as required;
- To prepare reports as requested by the Trustees from time to time;
- To carry out such other duties in keeping with the role of Charity Administrator as may be reasonably requested by the Foundation's Director or Trustees from time to time.