



The W.W. Smith Charitable Trust is a private foundation dedicated to supporting basic needs, higher education scholarships, maritime education, and medical research primarily for Heart Disease, Cancer and AIDS.

Summary

The W.W. Smith Charitable Trust seeks a highly organized and detail-oriented Office and Grants Administrator. This position is responsible for providing comprehensive administrative and grantmaking support, ensuring the smooth daily operations of the Trust.

Responsibilities

- **Office Administration:**
 - Manage office systems and procedures, including scheduling, calendar management, and travel arrangements.
 - Oversee office supplies and equipment, ensuring timely ordering and inventory control.
 - Maintain a professional and organized reception area, greeting visitors and handling phone calls.
 - Provide general administrative support to staff, including document creation and management.
- **Grant Management:**
 - Assist with all aspects of the grantmaking process, from initial inquiry to final reporting.
 - Prepare grant application materials, including eligibility screening and compliance with IRS regulations.
 - Manage and maintain the grant database system, ensuring accurate and up-to-date data.
 - Communicate with grant recipients regarding proposals, awards, and reporting requirements.
 - Analyze grant data and prepare reports for the Board of Directors.
- **Additional Responsibilities:**
 - Stay informed about current trends in philanthropy and grantmaking.
 - Assist with the Trust's website and social media presence (as needed).
 - Perform other duties as assigned.

Qualifications

- Bachelor's degree in business administration, Public Administration, or a related field (preferred).
- Minimum of 3-5 years of experience in an administrative or grantmaking role.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.

- Excellent communication, interpersonal, and writing skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and database management software.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy.
- Passion for philanthropy and the Trust's mission.

Benefits

The W.W. Smith Charitable Trust utilizes the services of an administrative employer of record, TEAM Risk Management Strategies, LLC (“TEAM”), to manage payroll and other administrative aspects of employment.

TEAM offers a comprehensive benefits package to employees, including health, dental and vision insurance, paid time off, and retirement savings plan.

Prospective employees will be required to successfully pass TEAM’s background check and demonstrate eligibility to work in the United States.

To Apply

Please submit your resume and cover letter to joinus@wsmithcharitabletrust.org.

TEAM and The W.W. Smith Charitable Trust are equal opportunity employers and value diversity. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, marital status, veteran status, disability status, or other protected classes as required by law.