

## JOB DESCRIPTION

**Job Title:** Grants Administrator

**Employment Classification:** Full-time exempt employee

**Reports to:** Grants Manager, a member of the Finance team led by the CFO

**Revision Date:** December 2025

**Major Function:** This role plays a vital part in managing the full lifecycle of the organization's grant and scholarship processes — ensuring accuracy, compliance, and transparency every step of the way. The ideal candidate is detail-oriented, systems-savvy, and passionate about supporting equitable and effective philanthropy.

### Duties & Responsibilities:

- Administer and process all grants and scholarships in the organization's accounting and grants management systems.
  - Maintain accurate grantee and contact records.
  - Verify nonprofit status and conduct compliance checks.
  - Prepare and issue grant letters, track payments and reporting requirements.
  - Ensure timely and accurate processing aligned with donor or program timelines.
- Support all stages of the grantmaking cycle, including application setup, workflow management, evaluation, and data reporting.
- Collaborate with the Grants Manager and Donor Services team to address questions, streamline workflows, and improve overall stewardship.
- Contribute to continuous improvement efforts for grants systems and internal processes.
- Maintain data integrity to support internal reporting, audits, and funder communications.
- Ensure documentation meets compliance, policy, and recordkeeping standards.
- Participate in department and cross-functional projects as needed.

### Work Environment:

This position offers a hybrid work model that combines remote flexibility with required in-person collaboration.

Candidates must be able to commute regularly to Allentown, Pennsylvania, for meetings, team activities, and key deadlines, at least 3 days per week. Initial onboarding will require on-site presence 4 days per week, shifting to a flexible hybrid schedule after 90 days.

### Qualifications:

#### Required:

- 3–5 years of experience in nonprofit, philanthropic, or grants administration.
- 3 years of proficiency with Foundant (GLM, SLM, CSuite) or similar software experience (ie, Salesforce Nonprofit Cloud, Submittable, etc) is required for this role.
- Advanced Microsoft Excel and Word skills.
- Exceptional attention to detail, organization, and accuracy.
- Excellent communication and problem-solving abilities.

**Preferred:**

- Experience with community foundations, private foundations, donor-advised funds or scholarship programs.
- Knowledge of nonprofit compliance and accounting requirements.
- Familiarity with equity-centered grantmaking or inclusive funding practices.
- Bachelor's degree or equivalent professional experience.

**Salary:** \$55,000 – \$60,000, commensurate with experience.

**Benefits:**

- Fully paid health insurance
- 401(k) with employer contribution
- Paid time off and holidays
- Life and disability insurance
- Hybrid work flexibility
- Ongoing professional development

**How to apply:** If interested in applying for this position, please submit a resume and cover letter (highlighting your relevant experience and interest in this position) to **[LVCFHR@lvcfoundation.org](mailto:LVCFHR@lvcfoundation.org)**.

**About the Lehigh Valley Community Foundation:**

At the Lehigh Valley Community Foundation, we connect donors who care with causes that matter. A leader in charitable giving in the Lehigh Valley for more than 50 years, we receive support from donors, manage funds to grow over time, and make high-impact grants to strengthen local nonprofits. The Foundation manages more than 300 charitable funds, totaling over \$100 million, and we continue to grow—both in size and in the ways we fulfill our mission. We are evolving to engage more deeply with partners, serve more effectively as a thought leader on community issues, and explore more innovative ways to make life better across the Lehigh Valley.

More about us: [Home - Lehigh Valley Community Foundation \(lehighvalleyfoundation.org\)](https://lehighvalleyfoundation.org)

Meet our team: [The Lehigh Valley Community Foundation Staff \(lehighvalleyfoundation.org\)](https://lehighvalleyfoundation.org)

*The Foundation is an Equal Opportunity Employer and complies with ADA regulations as applicable.*

*All applicants are considered for all positions without regard to race, religion, color, sex, gender identity, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact [LVCFHR@lvcfoundation.org](mailto:LVCFHR@lvcfoundation.org).*