



HYDE FAMILY FOUNDATION

Job Profile

Administrative and Grants Assistant

The Organization

The Hyde Family Foundation (“the Foundation”) strives to create a thriving, unified Memphis for all. We work across all sectors to enable the cornerstones of place-based success: access and opportunity, connectivity and vibrancy, and aligned and visionary leadership. The Foundation provides funding and engaged support for innovative, determined, and optimistic initiatives across four key impact areas: **Education, Neighborhoods and Public Spaces, Arts and Culture, and Leadership and Civic Pride.** Our brand of philanthropy is proactive, intentional, and hands-on.

Accountability

The Administrative and Grants Assistant reports directly to the **Senior Vice President of Programs and Learning** and supports the **Director of Grants Management and Administration**. This position also occasionally assists other program team members and actively collaborates with the **President’s Executive Assistant** and other administrative staff.

Summary Description

The Administrative and Grants Assistant provides comprehensive administrative support to the Senior Vice President of Programs and Learning and the Director of Grants Management and Administration. The individual in this role will use strong organizational and interpersonal skills to advance the Foundation’s mission, goals, and grantmaking priorities.

Primary Responsibilities

Provide high-quality administrative and grants management support. Duties include, but are not limited to:

- Demonstrate knowledge of the Foundation’s mission, strategic plan, grantmaking priorities, guidelines, approval processes, and current grantees and initiatives

- Communicate professionally with grantees via phone, email, and written correspondence on behalf of the Senior Vice President of Programs and Learning and the Director of Grants Management and Administration
- Manage beginning-to-end planning and logistics for internal and external meetings, including scheduling, invitations, attendance tracking, coordination, and follow-up
- Facilitate grants management processes under the direction of the Director of Grants Management and Administration, including:
 - Processing grant applications and related documents
 - Preparing and sending grantee correspondence (grant agreements, cover letters, check requests, payment letters, and decline and deferral letters)
 - Monitoring grantee reporting compliance
 - Generating reports and conducting research
 - Responding to basic inquiries from potential grantseekers and current grantees
- Assist the Director of Grants Management and Administration with special projects, such as Foundant grantee database updates, annual payment reconciliation with the accounting team, and grant equity analysis, among others
- Support program staff with meeting preparation, document production, notetaking, and post-meeting reporting at a high level
- Help execute quarterly trustee meetings, including preparation of materials and providing IT or technical support
- Occasionally assist the Events Manager with logistics and implementation of special events
- Manage other special projects as assigned
- Perform general administrative tasks such as answering phones, scanning, filing, mail distribution, and ordering supplies

Professional Skills and Knowledge

- Strong administrative and scheduling skills
- Highly organized
- Demonstrates meticulous attention to detail (finalists will complete an editing and formatting assessment)
- Ability to prioritize and manage multiple tasks and deadlines across a team
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); experience with Smartsheet, Canva, and DocuSign preferred
- Experience with Foundant or similar grants management systems preferred
- Basic IT troubleshooting or coordination skills (e.g., setting up Zoom meetings, basic AV setup, liaising with IT support)
- Exceptional project management, follow-through, and workflow tracking abilities
- Ability to work effectively with a wide range of individuals and groups, including grantees, partners, and internal team members

- Familiarity with the Memphis civic and nonprofit sectors is a plus
- Able to work both independently and in a collaborative, team-oriented environment

Personal Characteristics

- Produces high-quality, accurate, and timely work
- Demonstrates excellent time management and organizational skills
- Dependable, adaptable, and self-motivated
- Effective verbal and written communicator
- Approaches tasks with a strong work ethic and a collaborative spirit
- Comfortable working with individuals from diverse backgrounds and experiences
- Enthusiastic, friendly, self-aware, and eager to learn and help
- Team-oriented with strong interpersonal skills
- Critical thinker
- Flexible and adaptable; able to work under occasional pressure and deadlines
- Can be trusted with confidential information

Compensation

The compensation range for this position is \$45,000-\$50,000, commensurate with experience and qualifications. The Foundation offers a comprehensive benefits package, including medical, dental, and vision coverage, 401(k) with match, paid holidays, vacation time, parental leave, and professional development opportunities.

To Apply

Please submit your cover letter and resume to **Lauren Taylor, Senior Vice President of Programs and Learning**.

Apply here: <https://pittcofff.bamboohr.com/careers/8?source=aWQ9Mg%3D%3D>

Application Deadline: April 25, 2025