



Grant Administrative Assistant

Austin Disaster Relief Network (ADRN), is a non-profit organization of churches, ministries, and businesses within the Christian community of Greater Austin designed as a disaster relief alliance to help those in need in times of disaster. ADRN seeks a Grant Administrative Assistant to be based in Austin, Texas. The Grant Administrative Assistant is an essential position within ADRN in support of its mission and vision.

Job Summary: The primary purpose of the Grants Administrative Assistant position is to provide day-to-day administrative support to the Grant Manager. The Grants Administrative Assistant administers research and coordination on grant projects and proposals, processes data entry, and reports on multiple grant projects including tasks related to streamlining grant management. This position is responsible for the oversight and maintenance of accurate grant data for ADRN. Other administrative duties include planning and logistics for all grant-related meetings. Reports to the Grant Manager.

Duties and Responsibilities:

- Administration of grants management; including report generation, technical support, form submittal, liaison with project managers, and contact for grantors.
- Enters data and manages related reports in databases, Excel spreadsheets, and other software programs as needed.
- Gathers and records all grant reports, including quarterly financial reports.
- Maintains up-to-date grant foundation files and contact information.
- Assists with reconciliation of quarterly financial data as reported by departments heads of programs funded and keep track of current funding amounts available to support the program/project.
- Tracks all grant-related deadlines and notifies project managers on pending deadlines.
- Ensures the accuracy of grant applications, reports, documents, and other data entered in the database.
- Responsible for updating forms and information in the grants management system.
- Creates and runs statistical reports on data collected from the grants management system and interdepartmental managers.
- Support with functions of the grant application process, board reports, grant presentations, and grants-related meetings.
- The primary point of contact for grantors, and maintain relationships with grantors.
- Submit general grant inquiries and applications including setting up of grant portal accounts.
- Assists the Grant Manager with all grants-related functions as requested.
- Performs other related duties as requested by management.

Core Competencies:

- ADMINISTRATIVE & WRITING EXPERIENCE – Graduation from standard high school or equivalent. Two years experience in an office setting or undergraduate degree. Experience in grant administration, project administration, or finance is desirable.
- PEOPLE, PROJECT, AND PROGRAM SKILLS – Ability to understand organizational programs, goals, and financial needs. Effective cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- LEADERSHIP – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with ADRN's many constituencies including staff, Board members, community partners, supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, examine many sides to complex issues, and opportunities. Openness to advance within Grants.
- COMMUNICATION SKILLS – Exceptional written and oral communication skills including the demonstrated ability to research and organize information, compose written materials and revise and finalize documents based on constructive feedback.
- COMPUTER SKILLS – Expert in using Google Suite and Microsoft Office applications to prepare and collaborate on written materials.

Position Requirements:

- Preferred Education: Bachelor's degree or equivalent experience
- 2+ years previous grant research and writing experience.
- Excellent communication skills, both written and oral; ability to influence, encourage and engage prospective Grantors and Foundations.
- Availability – Full-time position (32-40 hours per week). Position may be up to 80% remote work (2 days onsite for corporate prayer and department collaboration)

Organizational Expectations of Staff:

- Follow organizational policy, procedures and practice a culture of honor within one another
- Communicates clearly with peers, co-workers, and team members
- Sets the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready Christian, emotionally, spiritually, and physically to all staff and volunteers
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spends time in the word and prayer with God for spiritual instruction, growth, and rest
- Attends all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers

Additional Qualifications:

- Excellent public speaking skills, comfortable speaking in front of staff and small to medium-sized groups
- Exceptional attention to detail and strong reporting and math skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical Donor Development initiatives when needed
- High energy
- Ability to work both independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside of ADRN

- Loves and has a passion for God, Jesus Christ, the Holy Spirit, and the Father's mission through ADRN is essential. Loves to pray for individuals
- Kingdom-minded and relationship-focused
- Proficient in computer technology, including Microsoft Word, Excel, Email, Slack, and Google Docs.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making a determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

Healthcare benefits partially subsidized by the organization, are available to all full-time employees.

Send Resume to: HR@ADRNTX.ORG