

## Grants Administrator

### **Our Story**

Over many decades, Conrad Prebys built an expansive real estate company and became one of the largest private owners of residential multi-family properties in San Diego County. During his later years, he generously dedicated his resources to the community through charities, donating over \$350 million before his passing in 2016. To ensure his vision extended beyond his life, The Conrad Prebys Foundation (TCPF) was created to perpetuate his commitment to philanthropic endeavors in San Diego.

Now one of the largest grantmaking organizations in San Diego, The Conrad Prebys Foundation is committed to improving lives and providing opportunities for all San Diegans. Consistent with the legacy of Conrad Prebys, TCPF is dedicated to meeting community needs through impactful grantmaking and strategic initiatives in the focus areas of visual and performing arts, higher education, youth development, healthcare, and medical research. With assets over \$1 billion and grantmaking that will exceed \$50 million annually, TCPF is in the early stages of shaping its strategic trajectory and approach to impact for each of its program areas.

### **Leadership & Culture**

The Conrad Prebys Foundation is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. TCPF is committed to creating an environment where team members can bring their full and authentic selves and are supported to prosper in work and in life. TCPF's Chief Executive Officer, Grant Oliphant, joined the team in March 2022. Grant's passion for and wide range of experience with place-based philanthropy has already begun to take TCPF to new heights, through strategic development and a plan for significant operational growth. Reporting to the Director of Operations, Nikki Phair, the Grants Administrator will join a kind and supportive team of 8 (and growing) exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for TCPF to strengthen San Diego's future.

### **Benefits & Features**

- Salary: \$90,000 - \$110,000
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- 401(k)
- 3 weeks paid time off
- 40 hours of paid sick leave
- 11 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy including an annual home office stipend, cell phone reimbursement, and mileage
- To encourage the personal philanthropy of employees, the Foundation matches eligible charitable contributions

## **Location**

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This is a hybrid role with an office located at 1660 Hotel Circle North, Suite 710, San Diego, CA 92108. Employees work onsite for designated days, allowing for schedule adjustments as the needs of the Foundation and work assignments change.

## **Position Summary**

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The Conrad Prebys Foundation is embarking on a journey of strategic development and operational growth. With grantmaking that will exceed \$50 million annually, the Grants Administrator role represents an exceedingly rare opportunity to make a significant impact. Reporting to the Director of Operations, the Grants Administrator is a highly collaborative role, providing essential business support to TCPF's dynamic and talented finance and operations team. Responsibilities will include assisting with post-award grant reporting and budget maintenance, data collection, entry, and analysis, financial processing, and maintaining accurate and timely records to ensure consistency between the grants management database and TCPF's accounting system. In addition, they will work closely with the accounting team to support timely month-end closes, yearly audits, and tax preparation. The Grants Administrator role offers an outstanding opportunity for a humble, charismatic, adaptable candidate with exceptional diligence to play a pivotal role in the connection between TCPF's strategy and systems.

## **Duties & Responsibilities**

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### **Program Management**

- Provide post-award administrative support including timely and accurate data collection and entry, expenditure approvals, accounting detail, reporting, and grant evaluation; collaborate with Foundation staff to ensure compliance with grant and quality procedures.
- Maintain various databases, record-keeping systems, and all applicable project files to ensure program records are up to date.
- Monitor the budget and financial obligations of assigned grant awards.
- Notify project managers of deadlines for reporting, provide all financial and grant program information necessary for report preparation, and review draft reports for accuracy.
- Perform weekly grant reconciliations between grantmaking database and accounting software systems. Research and report on variances and discrepancies as needed.
- Build positive, constructive relationships with current and prospective grantees to enable a deep understanding of their work and experience with the Foundation's systems, processes, and requirements for optimal solution and implementation design and delivery.
- Collaborate productively and professionally with Foundation staff, grantees, vendors, partner agencies, and other stakeholders.

### **Database Management**

- Manage record-keeping systems in the grantmaking database.
- Build reports, dashboards, and modules for program staff.
- Serve as point of contact for all service and tech requests.
- Set up new user accounts, administer permissions, and provide initial and ongoing user trainings to staff.
- Facilitate and project-manage migration of platforms and integrations, under the direction of CFO, Director of Operations and/or third-party consultant.
- Serve as the primary liaison with the database provider, troubleshooting system issues and continuously improving TCPF's use of its functions and capabilities.

### **Finance and Accounting**

- Assist with the preparation of financial reports and budgets.
- Prepare monthly reports of spending by program area. Show actual vs. budget and forecast and identify and explain variances.
- Participate in month-end and year-end closing activities, annual external and agency audits, and preparation of required tax filings.
- Aide in the development and reporting of overhead rates.
- Perform ad hoc financial analysis to support the Foundation.

### **Administrative Support**

- Support the Director of Operations' efforts for implementing and maintaining standardization and internal controls for IT and Finance.
- Coordinate, schedule, and participate in finance and grants meetings.
- Identify and implement the use of administrative best practices to support and ensure organizational efficiencies.

### **Background Profile**

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- Experience providing direct administrative support to a dynamic team in a fast-paced organization.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail; initiative-taking; motivated, with a positive personality and excellent follow-through.
- Excellent interpersonal and communication skills, written and oral; ability to work effectively with a variety of people.
- Successful experience with accounting and grant management database administration.
- Proficient with Microsoft Office 365.

### **COVID-19 Protocols**

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The Conrad Prebys Foundation follows all California and San Diego regulations and ordinances related to COVID-19. Further TCPF adheres to CDC guidelines in determining in-office and onsite protocols in cases of employee exposure.

### **Equal Opportunity Employer**

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The Conrad Prebys Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. We encourage applicants of all backgrounds.

### **For more information or to apply, please contact:**

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Sarah Thompson, Director, Blair Search Partners  
1855 First Avenue, Suite 300, San Diego, CA 92101  
[sarah@blairsearchpartners.com](mailto:sarah@blairsearchpartners.com)