**Job Title:** Grants Assistant (Grantees)  
**Location:** 11 East 44th Street  
            New York, NY 10017  
**Reports to:** Director of Administration  
**Position Type:** Full-time/Non-Exempt

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**Job Description**

**ROLE AND RESPONSIBILITIES:**

The Grants Assistant (Grantees) will assist in all aspects of IOLA’s grant program. IOLA is a New York State Agency, and the Grants Assistant is a New York State Employee.

The essential functions of the position include:

- Process incoming grant applications and undertake preliminary application review.
- Create and maintain applicant and grantee files and information, including correspondence, contact persons, insurance records, progress reports, budgets, expenditure documentation and payments.
- Comply with requests for audit information from grantees’ auditors.
- Assist with IOLA grantee functions, including database entries and/or reports utilizing NYS Grants Gateway, SFS, and Smart Simple database platforms.
- Maintain expertise with NYS government systems (i.e., Grants Gateway, SFS,), and IOLA’s Smart Simple Grants Management System.
- Process and track payment vouchers for grantees and other vendors in compliance with SFS requirements.
- Monitor grantee compliance with performance goals and expenditures.
- Distribute grantee communications.
- Create Annual Grantee Summaries and other publications.
- Prepare grant recommendations and supporting materials for the Board of Trustees.
- Screen visitors and telephone calls, respond to inquiries, and provide referrals to other staff members.
- Perform any other duties and responsibilities as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Proficiency with Microsoft Office Suite.
- Strong communication skills with the ability to communicate in a clear and succinct manner.
- Well organized with the ability to work independently and manage priorities under tight deadlines.

**PREFERRED SKILLS**

- College degree.
- Computer graphics and/or data visualization experience.
- Prior grant-making, non-profit, or government experience.
- Proficiency with NYS government systems (i.e., Grants Gateway, SFS, VRQ), and NYS contracting.
- Proficiency with grant monitoring database programs (e.g., Smart Simple).