



THE WOHL LEGACY

GRANTS ADMINISTRATOR

Hours: Monday to Thursday c30 hours

Location: London, W1

Salary: £30,000 plus (pro rata)

Closing date: 10.00 a.m. 17th August 2020

Contract: Permanent

Are you organised, efficient and personable?

Do you have database expertise?

Do you have an eye for detail?

Are you able to deal with tasks on time and on timely basis?

The Wohl Legacy is a group of two UK based charitable foundations established by the late Maurice and Vivienne Wohl, which continues their legacy of support for medical science, welfare, education and the arts and humanities in the UK, Israel, Europe and for other Jewish populations in need around the world.

Our small and friendly team is looking for an experienced Grants Administrator with excellent communication and organisational skills and experience of grant management systems (preferably Blackbaud Grant making – previously known as GIFTS).

Job Description

You will be responsible for:

- Information management: Maintaining and developing effective information and record keeping systems, including both database and server folder structure;
- Grant management: Assisting in the management and monitoring of grants through administering the database: processing applications, administering grants and payments, ensuring all grant conditions are fulfilled; ensuring progress reports are received; and generating reports;
- Undertaking general office administration and supporting CEO where necessary.

While database experience and outstanding administrative skills are essential, you must also be self-sufficient and happy to work in an occasionally quiet, whilst still busy, environment.

This is a long term appointment. There is potential for an interested incumbent to assist the CEO by becoming more involved in the grant-giving process. The Foundations encourage continuing self-development and learning.

How to apply

For an informal conversation please contact Simon Lloyd, Director, NFP Consulting:
simon.lloyd@nfpconsulting.co.uk

Application is by way of CV and a one page Supporting Statement.

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