

## **Health Foundation of South Florida Position Open: Grants Administrator**

### **Who we are:**

Health Foundation of South Florida, a nonprofit organization, improves health through community investments for health promotion and preventive services. With leadership and effective partnerships on a national, state and local level, the Foundation advances the ability of residents in Broward, Miami-Dade and Monroe Counties to lead healthier lives. Since its founding in 1993, the Foundation has worked with more than 400 organizations and awarded over \$120 million.

### **Position Overview:**

Health Foundation of South Florida seeks an exceptional individual with a strong process and information management background to join its program team. This individual will work to facilitate the grantmaking process and maintain the accuracy of all grantmaking data.

The Grants Administrator will:

- Administer the processing of all proposals, grant reports and grant payments.
- Administer the Foundation's Salesforce-based grants management program (FoundationConnect).
- Ensure the integrity of all grants management data and procedures.
- Provide technical support to FoundationConnect system users.
- Respond to grantmaking data inquiries.

### **Knowledge, Skills and Abilities:**

- A minimum of two years of related experience
- Bachelor's degree in a related field
- Proficiency in computer applications, including word processing skills and proficiency in Microsoft Office applications.
- Experience in data management applications similar to FoundationConnect and Salesforce.
- Excellent interpersonal, customer service and collaboration skills
- Motivated and committed to the Foundation's mission

**Those interested should forward a resume and cover letter to Peter Wood, Vice President of Programs and Community Investments, Health Foundation of South Florida, by July 17. Please forward to the following email address: [emorales@hfsf.org](mailto:emorales@hfsf.org).**

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