

About the Foundation

The MacMillan Family Foundation was founded in January 2003 by Duncan and Nancy MacMillan. The mission of the Foundation is to support organizations that help strengthen and enrich our society in three major areas: medical research, with an emphasis on cancer research; education; and the arts. In addition, we contribute to local nonprofit organizations in the communities where we live and work. The primary geographic focus of our grantmaking is New York City and New Jersey but we occasionally consider exceptional projects outside of these locations. We strongly believe that supporting innovative efforts in basic science, education and the arts can contribute to the advancement of individuals, communities and society as a whole.

The Opportunity

The MacMillan Family Foundation is seeking a dynamic individual to step into the role of **Program and Administrative Assistant**. This is a position where you can play a pivotal role in a close-knit and collaborative organization. As a four-person office, we are looking for someone who is a curious learner, a proactive problem-solver, an excellent communicator, and a flexible team player with a sense of humor. This is an excellent opportunity to work closely with a small team, develop new skills and expertise, and help shape the work of a growing family foundation.

Responsibilities

Program Research

- Working with program team and independently, keeps abreast of important developments in the fields of cancer research, early childhood and K-12 education, the arts, and philanthropic trends. Conducts extensive research on possible new programs areas, including climate change, using a variety of external resources (e.g., websites, online publications, Google Scholar, and journal articles, etc).
- Helps develop a pipeline of funding opportunities, especially in potential new areas such as climate change and medical research, and conducts due diligence on current and prospective grantees.
- Summarizes research findings in written documents, databases, and/or presentations.
- Contributes to the successful execution of special projects as needed.

Office Administration

- Provides general and administrative support for the office and team members, including scheduling meetings and site visits, ordering supplies and liaising with various stakeholders related to foundation business.
- Supports onsite meetings including scheduling and ordering lunch when needed.
- Monitors travel, meals, and office expenses to ensure spending stays within budget.
- Liaises with building management company and contractors as necessary to address issues like lighting replacement and repairs.
- Liaises with IT Consultant to ensure hardware and software operate normally. Supports IT with onsite troubleshooting and technical assistance to staff.
- Provides administrative support to the President and the Executive Director as needed.

Grants Management Support

- Assists in reviewing grant applications and reports for completeness and compliance, following up with organizations as needed.

- Assists in processing RFP solicitations, grant award letters and standard grant agreements.
- Enters and updates grant applications and grantee information in grants management system (GivingData) so that grant, organization, and people records are accurate and current.
- Continually monitors and updates the foundation's payment and reporting schedule.
- Serves as the first point of contact for current and prospective grantee inquiries.
- Assists in collecting and verifying banking information for payments.
- Provides technical assistance to applicants and grantees on their submissions to the grantee portal.

Job Qualifications

- Minimum 2 to 4 years of experience in office administration.
- Highly organized with meticulous attention to detail.
- Excellent written and oral communication, research, planning and organizational skills.
- Significant interest in the Foundation's current and prospective funding areas, especially medical research and possible new initiatives such as climate change.
- Proficient in database management and Microsoft products (Outlook, Word, Excel, PowerPoint, SharePoint and Teams) and Adobe Acrobat.
- Ability to handle confidential information with care and discretion.
- B.A. or B.S. degree. Strong interest in science is a plus.

Salary and Benefits

The MacMillan Family Foundation offers a salary range of \$65,000 to \$75,000, commensurate with experience, and a competitive benefits package. This is a hybrid position with employees required to be in the office three days a week and the ability to work remotely during the remainder of the week.

How to Apply

Interested applicants should submit a cover letter and resume to info@macmillanff.org, naming the position in the subject line.