

PROGRAMS AND GRANTS ADMINISTRATOR

The Lenfest Institute for Journalism is a unique non-profit organization whose sole mission is to build sustainable business models for local journalism. The Institute's goal is to transform the news industry in the digital age to ensure that high-quality local journalism remains a cornerstone of our democracy.

Journalism requires new business models, powerful innovations and diverse audiences. The Lenfest Institute is working throughout local news ecosystems, in Philadelphia and beyond, to crack the code on a sustainable future for this vital resource. The Lenfest Institute's ownership of The Philadelphia Inquirer is the cornerstone of an enthusiastic investment in local news and the need to act decisively. The Lenfest Institute is an innovator and a change agent developing scalable solutions across Philadelphia and nationwide. www.lenfestinstitute.org

The Institute is seeking a Programs and Grants Administrator, who will play a key role in executing programs and grants, in ensuring a quality experience for our grantees, and in running the processes and producing the documentation necessary for the Institute to meet donors' expectations and comply with non-profit rules and regulations.

Programs and Grants Administrator

Based remotely initially, but eventually at least part-time in Philadelphia, the Programs and Grants Administrator will help design and execute processes to ensure our programs and grants meet expectations. These include helping to run our Submittable grant application system, tracking grant applications, communicating with potential grantees, gathering due diligence documentation, managing the grant-review process, producing summary reports, handling grant contracts, and ensuring grant payment. The Programs and Grants administrator will be central to the operations of the Institute.

The Institute runs its own programs and grants, but also does so for major national funders to aid local news in service of democracy in Philadelphia and around the country. The Institute's major program funders include individuals and large organizations that are interested in supporting local news projects in service of democracy.. We've partnered with funders such as Google, Facebook, the Knight Foundation, Democracy Fund, The News Integrity Initiative, the Craig Newmark Foundation, Independence Public Media Foundation, The National Geographic Society and many others.



The Programs and Grants Administrator will also contribute to Lenfest Institute team meetings, events, activities, strategy development, program evaluation, document production, contract tracking, spending analysis, and any other work necessary to the operations of the Lenfest Institute.

Things we look for in a successful candidate:

- An organized person willing to learn complex processes
- Experience with grant-making processes and procedures
- Great attention to detail in execution and documentation of grants and contracts
- Responsive to grantees, and comfortable with deadlines
- A good collaborator who works can well with program staff, finance and others
- Advanced Excel skills and knowledge of basic accounting concepts
- Solid communication and presentation skills
- A mission-driven person, who cares about local news, innovation and democracy
- A person who takes initiative
- Commitment to equity in all aspects of the work
- Familiarity with the news industry is a plus

Other Information:

- The job will initially be remote and eventually be located at the Institute offices in Philadelphia, Pennsylvania.
- Salary targeted between \$55,000 and \$65,000, plus or minus depending on experience
- Health Insurance, 401k and other benefits
- The Institute seeks qualified candidates from all backgrounds

Please send resume and cover letter to jobs@lenfestinstitute.org

