



Job Title	Foundation Administrator	Reports to	Foundation President or Designee
Job Type	Part Time: 25 hrs/week	Anticipated Start Date	December 2024

Trustees:

Karen Carpenter
 President

DJ Donahue
 Treasurer

Sophy Theam
 Clerk

Maria Cunha

Advisors

Ben Opara

Vladimir Saldana

Salary Range: \$25/hour to \$30/hour

The Theodore Edson Parker Foundation’s primary goal is to make effective grants that benefit the residents of the City of Lowell. Grants are made for a variety of purposes, such as social services, cultural programs, community development activities, education, community health needs, and urban environmental projects. The foundation funds specific needs including special programs and projects, capital improvements, equipment purchases, and technical assistance. For more information, please visit our website: www.parkerfoundationlowell.org.

Job Summary:

The Parker Foundation is looking for a part time Foundation Administrator (on average 25 hours a week) to work with our Trustees and Advisors to review and put together a summary of grant applications throughout the year (quarterly for major and mini grants) and assist with the duties and responsibilities outlined below. This position will be mainly based in our downtown Lowell office with some travel involved within the City of Lowell.

Duties/Responsibilities:

- Compile and distribute grant application summaries to the selection committee electronically.
- Conduct due diligence on grant applicants (non-profit status, governance make up, financial conditions, collaborations, and partnerships).
- Coordinate, help create agendas, attend, and take notes at Trustee meetings.
- Handle communications (primarily verbal and written) for the Foundation with grantees and applicants.
- Maintain reports and databases for our grants.
- Maintain the Theodore Edson Parker Foundation website.
- Notify applicants of funding decisions and coordinate grantee payments.
- Organize periodic grantee meetings and convenings as instructed by Trustees to further learn of needs and impacts.
- Prepare electronic board meeting “packets” to include meeting minutes for approval.
- Track grant and other fee payment schedules.
- Perform other duties and responsibilities as assigned as part of the Foundation’s strategic plan and community outreach efforts.



Required Skills/Abilities/Knowledge:

- *Familiarity with Lowell's non-profits and/ Lowell community activities.*
- *Excellent verbal and written communication skills.*
- *Excellent interpersonal and customer service skills.*
- *Excellent organizational skills and attention to detail.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Strong problem-solving skills.*
- *Ability to prioritize tasks.*
- *Ability to work independently.*
- *Proficient with Microsoft Office Suite or related software.*
- *Strong technical skills.*

Education and Experience:

At least four years' related experience required.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

How to Apply: *Please email your resume and a cover letter to the Parker Foundation's President, Karen Carpenter, karenhansencarpenter@gmail.com.*

This is a contractor position with no benefits.

Non-Discrimination Statement: *We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

Trustees:

Karen Carpenter
President

DJ Donahue
Treasurer

Sophy Theam
Clerk

Maria Cunha

Advisors

Ben Opara

Vladimir Saldana