

A. Lindsay & Olive B. O'Connor Foundation Inc.

Grants and Operations Assistant

Introduction

The A. Lindsay & Olive B. O'Connor Foundation, Inc. is a private family foundation that was founded in 1965 by Mrs. Olive B. O'Connor, to continue the philanthropy of her and her husband. The O'Connor Foundation's mission is to strengthen and uplift the rural communities of Delaware County, New York. Under this broad umbrella the Foundation primarily gives programmatic and/or operating grants in the following areas: Education & Scholarships, Community Health & Safety, Youth Activities & Experiences, Arts, Outdoor Recreation, Historical Preservation, and Tourism. The Foundation operates from its office in Delhi, where it continues to empower Delaware County for a stronger, sustainable future.

Position Description

The Grants and Operations Assistant plays a key role in supporting the Foundation's mission by ensuring effective, organized, and thoughtful grantmaking. Working closely with the Executive Director, this position manages the full lifecycle of grants and supports the day-to-day operations of a small, community-focused foundation.

This role is critical to ensuring that funding reaches organizations that strengthen and uplift Delaware County. The Grants and Operations Assistant helps translate the Foundation's mission into action through effective grantmaking and community engagement.

In a small team environment, the Grants and Operations Assistant will work both independently and collaboratively to ensure that the Foundation's work is carried out efficiently and with care. This role is ideal for someone who is highly organized, detail-oriented, and enjoys taking ownership of systems and processes.

Specific duties include:

Grants Administration & Information Management

- Implement, streamline, and evaluate grants administration processes
- Screen grant applications and reporting materials for completeness, and follow up with applicants as needed
- Record all grantmaking activities using online grants management system
- Oversee and ensure the timely processing of approved grants, including preparing cover letters and grant agreements
- Track and review grantee payments and reports due, sending reminders to grantees and program staff as needed
- Manage data and generate reports from the grants management system
- Prepare and deliver communications and updates for the Board
- Create and update grantmaking procedure manuals and grant cycle timelines
- Attend board meetings to record notes

Office Administration

- Provide administrative support to the Executive Director and Board of Directors

- Open, sort, and route all incoming Foundation correspondence and process outgoing mail
- Answer routine inquiries about the Foundation's grantmaking programs and priorities, including guidelines and proposal review process
- Coordinate logistics for community and grantee convenings, and for site visits, as requested

Qualifications for this Position

Required:

- Minimum 3 years of experience in an administrative, nonprofit, or operations-related role
- Strong organizational and data management skills
- Proficiency in Microsoft 365
- Ability to manage multiple priorities independently

Preferred:

- Experience with grants management systems or CRM platforms
- Nonprofit or philanthropic experience
- Familiarity with the Delaware County community

Working Conditions

The O'Connor Foundation office is open from 9am to 3pm, Monday to Friday. Typically closed from noon to 1pm for lunch.

This position is in-office, 25 hours a week, with 1hr unpaid lunch daily.

Compensation and Benefits

This is a part time salaried position. The salary range is \$32,500 to \$40,500 annually (equivalent to \$25.00 to \$31.15 per hour), commensurate with experience.

- Company Funded Pension Plan
- Personal Time Off including Vacation and Flexible Personal/Sick time
- Office Time Off including State & Federal Holidays, DA Snow days, Year End

Start Date and Training

The position will start Mid-August 2026 to allow for 5 months overlap and training. The start date is flexible.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to amy@theoconnorfoundation.org. Please include "Grants and Operations Assistant - [Your Full Name]" in the subject line. Applications will be accepted until the position is filled.

The O'Connor Foundation is an Equal Opportunity employer regardless of race, color, sex, religion, national origin, citizenship, age disabilities, sexual orientation, or any other legally protected status.