



Job Posting **Director of Grants Administration**

The Director of Grants Administration plays a critical role in supporting Senior Fund's complete grants-management lifecycle and its strategy for investing in programs and services for older adults in the City of St. Louis. The position ensures that direct service investments are accessible, well-administered, compliant, informed by evidence and community need, and positioned to achieve meaningful outcomes. The ideal candidate is strategic, organized, detail-oriented, multitasker who enjoys a small team-based environment.

Schedule: Full-time, Days (37.5 hours per week)

Salary: Exempt, starting pay range is \$73,500 to \$78,500 based on qualifications and experience.

Reports to: Executive Director

To apply, send cover letter and resume to info@stlseniorfund.org by **September 11, 2026**. Application packets will be reviewed on a rolling basis until the deadline.

Duties/Responsibilities

The following is a summary of the typical functions of the job. The responsibilities and duties may differ from those outlined in the job description and other duties, as assigned, may be required

This position serves as Senior Fund's primary lead for grants administration, grantee support, compliance, evaluation, and grants data. The director translates Senior Fund's strategic investment direction into clear funding processes. The position also works closely with the Director of Operations and Network Strategy to direct service grantmaking connects with capacity building, network development, policy, and organizational learning.

Direct Service Investment Strategy

- Develop and implement investment approaches focused on direct services that address the needs and priorities of older adults in the City of St. Louis.

- Analyze community needs, service gaps, application trends, grantee capacity, program quality, financial risk, and available resources to inform funding recommendations.
- Prepare clear investment recommendations, funding scenarios, and supporting analysis for the Executive Director, Program Committee, and Board.
- Monitor the balance, reach, effectiveness, and sustainability of the direct service portfolio.

Grants Administration

- Manage the complete grant lifecycle, including funding guidelines, outreach, technical assistance, application intake, due diligence, review, recommendations, agreements, payments, monitoring, reporting, amendment, renewal, and closeout.
- Maintain an accurate grants calendar, grant files, decision records, approval documentation, conditions, payment schedules, and reporting requirements.
- Administer the grants-management system and ensure that data, workflows, permissions, templates, and records remain accurate and useful.
- Coordinate grant-related materials and presentations for staff, committees, and the Board.

Compliance, Risk, and Stewardship

- Monitor grantee compliance with agreements, reporting requirements, eligibility standards, funding restrictions, and applicable Senior Fund policies.
- Identify programmatic, financial, operational, and reputational risks and recommend appropriate monitoring, conditions, technical assistance, or corrective action.
- Coordinate with the Director of Operations and Network Strategy, accounting professionals, legal counsel, or other specialists when concerns require broader organizational review.
- Maintain consistent documentation of compliance decisions, exceptions, amendments, and follow-up.

Grantee Support and Community Relationships

- Serve as a primary point of contact for current and prospective direct-service grantees.
- Provide clear guidance, responsive technical assistance, and constructive feedback throughout the grant lifecycle.
- Conduct site visits, learning conversations, and portfolio reviews to understand implementation, outcomes, challenges, and emerging needs.
- Connect grantees with capacity-building, network, policy, communications, or partnership opportunities when appropriate.

Data, Evaluation, and Organizational Learning

- Develop practical reporting and evaluation approaches that support accountability, learning, and improvement to ensure Senior Fund adheres to the stewardship of public funding.
- Analyze grants data, outcomes, service reach, financial information, and portfolio trends and translate findings into useful reports and recommendations.
- Maintain institutional knowledge related to grantee performance, investment decisions, community needs, and direct-service trends.
- Contribute direct-service knowledge to organizational dashboards, strategic communications, policy analysis, emergency response, and network strategy.

Process Documentation and Continuous Improvement

- Document grantmaking procedures, roles, deadlines, decision points, templates, system instructions, and backup requirements.
- Identify opportunities to improve accessibility, consistency, efficiency, transparency, internal controls, and the grantee experience.
- Use documented workflows to train the Administrative Coordinator and strengthen grants continuity and succession readiness.

Core Competencies

- Commitment to Senior Fund's mission and to improving outcomes for older adults in the City of St. Louis.
- Sound judgment, integrity, discretion, and a strong commitment to public stewardship.
- Ability to work independently while contributing effectively within a small, highly collaborative team.
- Strong written, verbal, organizational, and relationship-management skills.
- Ability to manage multiple priorities, meet deadlines, and adapt as organizational needs evolve.
- Commitment to continuous learning, process improvement, shared knowledge, and high-quality service.
- Strong grantmaking judgment and the ability to balance stewardship, accountability, learning, equity, and grantee relationships.

Education and Experience

Qualified candidates will have earned a Master's Degree in Social Work, Public Health, or similar. Candidates with experience in business and public administration will also be considered.

Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer
- Must be able to lift up to 15 pounds at a time

Senior Fund Office Location and Hours

Senior Fund implements a hybrid work environment, with an office location in the City of St. Louis at 4220 Duncan. After an orientation period, a part-time remote schedule may be discussed with the Executive Director. Employees are allowed flexible start and end times but are expected to work 7.5 hours per day and to be available during the core hours of 9:00 am and 3:00 pm. Staff may attend occasional evening and weekend meetings/programmatic events.

Benefits

- Hybrid schedule option (after orientation period) with flexible work hours
- Medical and dental insurance for employee covered 100% by employer
- 401(k) retirement plan with up to 5% salary matching
- 25 days of PTO accrued per year beginning with first year of employment
- 10 paid holidays with 2 floating holidays per year
- Paid Family or Medical Leave
- Free parking

Equal Opportunity Employer

Senior Fund of St. Louis City maintains a policy of non-discrimination in employment and complies with and supports all federal, state and local laws regarding discrimination in employment. Specifically, Senior Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

At-Will Basis of Employment

Employees of Senior Fund of St. Louis City are employed on an “at will” basis. This means that either the employee or Senior Fund is free to terminate the employment relationship at any time and at either party’s discretion.