



Position: Grants Administrator – LH Capital, Inc.
Location: Dallas
Reports to: Director and dotted line to COO/General Counsel

Organization Overview:

LH Capital, Inc. serves as the investment arm of Lyda Hill’s family office as well as the administrative support for Lyda Hill Philanthropies philanthropic endeavors. Lyda Hill Philanthropies encompasses the charitable giving for founder Lyda Hill and includes her foundation and personal philanthropy. Lyda Hill Philanthropies is committed to funding transformational advances in science and nature, empowering nonprofit organizations, and to improving the North Texas and Colorado Springs communities. Because Miss Hill has a fervent belief that “science is the answer” to many of life’s most challenging issues, she has chosen to donate the entirety of her estate to philanthropy and scientific research.

The organizational ethos reflects a mix of entrepreneurial vigor and a commitment to balancing profit with purpose through its commitment to investing in solutions, as opposed to incremental change. Together LH Capital and Lyda Hill Philanthropies seek to support initiatives that have the potential to impact some of the today’s most pressing challenges, such as food safety and security, water conservation, urban green spaces, medical research, public health, and related efforts.

Position Overview:

This multi-disciplinary position requires a hands-on analytical, detail-oriented, self-motivated manager who can effectively supervise Lyda Hill Philanthropies’ grant administration. This position oversees all incoming grant management functions—including grant applications, liaising with grantees, contracting, reporting, grant payments and other grant management functions—and works closely with the Accounting team to ensure payments are processed and tracked accurately and in accordance with IRS guidelines, while also developing strategies to optimize the grant administration process to support the philanthropic endeavors of Lyda Hill and the team.

This position serves as the Salesforce administrator, managing the organization’s CRM and grant database and plays critical financial and legal functions in supporting and executing grant payments and contracts.

Responsibilities

The responsibilities of this position include but are not limited to the following:

GRANTS / DATABASE MANAGEMENT

- Interface directly with grantees and prospective grantees with a consistently professional demeanor.
- Oversee all aspects of the grant life cycle – from proposal to close – including implementation of administration policies, proper documentation, compliance, etc., and manage the workflow and effectiveness of the grant administration and web-based grant submission process while continuously seeking best practices to ensure the most effective and efficient process possible.
- Manage all aspects of the CRM (Salesforce), including design and implementation of system layout, rollout of security and other updates, coordinate with IT consultants to maintain and optimize system, provide technical user support and troubleshooting to grantees, conduct user training for internal and external users, and manage user permissions and configurations.
- Maintain hygiene of all philanthropic and other data, conducting regular data backups and audits.
- Provide analysis and recommendations for process improvements and automation to increase organizational efficiencies; develop documentation to formalize processes.
- Create, optimize, and distribute monthly, quarterly, annual, and ad hoc internal reports
- For biweekly grants meetings and quarterly Colorado Springs grants team meetings, prepare reports and other materials for advance distribution, run the agenda, and communicate post-meeting action items.
- Assist with required research pertinent to grant due diligence, ongoing review, and close-out analyses.
- Other special projects as assigned.

PAYMENT MANAGEMENT

- Manage payment approvals, and work with Accounting team to process, track and reconcile grant, donation, sponsorship, and membership payments.
- Prepare key reports for leadership to make funding source and payment timing decisions.
- Support payment strategies and internal and external communications regarding philanthropic payments.

CONTRACT MANAGEMENT

- Manage grant documentation, including grant contracts, letter agreements and donation letters for all grants and donations, as well as non-philanthropic contracts; collaborate with outside counsel as necessary. We utilize Conga Contracts for Salesforce to assist in the drafting and management of the grant documentation.
- Provided support as needed to COO/General Counsel with filing, consents, resolutions, board minutes, annual meeting minutes, bylaws, and other corporate and foundation documentation.
- Manage corporate intellectual property and trademarks, including liaising with outside counsel, selection, and provision of supporting specimens, and managing overall portfolio.
- Manage corporate digital assets; identify and obtain necessary license agreements and appearance/materials releases.

Qualifications & Experience Needed:

- Bachelor's degree
- A minimum of four years of experience in grants administration or nonprofit development OR a minimum of five years of experience as executive assistant, contract administrator or paralegal
- Proven database management skills and hands on experience with Salesforce and Microsoft Excel
- Ability to work effectively individually as well as collaboratively as part of a team; exhibit positive attitude and work style suited to working in a small office setting with limited support staff and where teamwork, passion, and resourcefulness are highly valued
- Exceptional judgment and ability to diplomatically manage sensitive materials and situations; must possess a high level of integrity, trust, and accountability
- Excellent customer service, interpersonal, verbal, and written communication skills
- Excellent attention to detail, strong organizational and project management skills
- Ability to manage and effectively prioritize multiple complex tasks and meet deadlines
- Ability to exercise critical thinking and strategic perspective; proven problem-solving skills, proactive and action-oriented personality with a solutions focus
- Flexibility in approach and willingness to adapt when necessary
- Excellent computer skills, including Excel, Word, PowerPoint
- Experience with Conga Contracts for Salesforce a plus
- Bookkeeping or payment management experience a plus

To Apply: Please do not directly contact the LH Capital team about this position. Interested candidates should submit a resume via email to jobs@lhholdings.net.

LH Capital, Inc is an Equal Opportunity Employer