



## Operations and Grants Officer

### Position Overview

The mission of Moses Taylor Foundation is to improve the health of people in Northeastern Pennsylvania. The Operations and Grants Officer is responsible for management of the Foundation's internal systems, physical environment, operational processes, and grant management system. This role serves as an integral hub and connector between all facets of the organization including program and grants, operations and finance, and strategy and governance. The Operations and Grants Officer requires a person who leads with a cross-functional and collaborative mindset, a drive toward continuous process improvements, and a willingness to take on any task no matter how big or small. This position reports directly to the President and CEO.

The ideal candidate will embody the Foundation's values, which are integral to the organization's culture and decision-making:

- Honor our history by operating with compassion, respect, and dignity
- Ethics, integrity, and trust
- Stewardship, transparency, and accountability
- Courage, open-mindedness, and diversity
- Informed decision-making and fairness

### Key Responsibilities

- **Internal Operations:** Ensure efficient office operations including equipment, supplies, technology, human resources, and vendor management. Work closely with the Finance Director to manage accounts payable/receivable and compliance with all financial and HR-related policies and procedures. Coordinate team, committee, and board meetings including scheduling, meeting preparation, minutes, and follow-up.
- **Grant Management:** Support the program team in all components of grantmaking including application processes, database management, proposal review, grant documentation, payment processing, and compliance with all related workflows and processes. Serve as subject matter expert for the grant management system, assist applicants and grantees with technical issues, and perform data retrieval and analysis to support ongoing and ad hoc requests for information.
- **Communication and Events:** Lead planning for the Foundation's biennial in-person event as well as other smaller gatherings such as retreats, nonprofit convenings, and trainings. Update website as needed; support preparation of Board Reports; and facilitate timely internal and external communication regarding Foundation activities, deadlines, and updates.
- **Additional Responsibilities:** Assist with special projects as assigned. Represent the Foundation at professional meetings and in the community (with nonprofit organizations, peer foundations, government officials, and other key stakeholders).



## **Qualifications**

The successful candidate will be an outstanding strategic thinker with a natural ability to work independently and in collaboration with diverse internal and external partners. The Foundation seeks a professional who has:

- Strong record of achievement with a minimum of five years of experience in nonprofit operations, grants management, or related fields
- Bachelor's degree or equivalent professional and life experience
- Familiarity with private foundation compliance and financial processes
- Excellent organizational skills with keen attention to detail; ability to handle multiple projects simultaneously and to accomplish tasks on a deadline
- Exceptional analysis, research, and writing skills including ability to produce succinct and informative communications (both oral and written)
- Cultural competence and interpersonal skills to work collaboratively with diverse constituencies to build trust and achieve common goals, both internally and externally
- Proficiency in Microsoft Office Suite, with additional proficiency in Quickbooks preferred
- Demonstrated technological savvy and ability to quickly master new software, with experience using grant management systems (the Foundation currently uses Blackbaud) a plus
- Inherent curiosity with a love of learning; interest in growing in this role
- Must live and be able to travel within the Foundation's 11-county service region, including a minimum of two days per week onsite in the Foundation's Scranton-based office

## **Compensation and Work Environment**

- The salary range for this position is \$68,000-\$85,000, depending on qualifications.
- The Foundation offers a comprehensive benefits package including paid time off, holidays, health insurance, and retirement plan.
- Moses Taylor Foundation is currently in a hybrid work environment with headquarters in downtown Scranton, PA.

## **Moses Taylor Foundation's Equal Opportunity Statement**

Moses Taylor Foundation values, champions, and embraces diversity and is committed to equal opportunity in employment. The Foundation's policy is to recruit and employ qualified individuals based on merit without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, genetic information (including family medical history), or as otherwise protected by law. Employment decisions will be determined by the individual's qualifications to perform the job. This approach applies to employment as well as training, compensation, promotion, and all other conditions of employment.



**MOSES TAYLOR**  
FOUNDATION  
*Advancing Our Legacy of Health*

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### **Application Process**

To apply, email a confidential resume along with a one-paragraph statement describing why you are a good fit to be our next Operations and Grants Officer (do not submit a cover letter) to **HR@mosestaylorfoundation.org**.

The deadline to submit your resume and accompanying paragraph is **August 28, 2025**. The Foundation encourages all qualified applicants to apply.

### **About Moses Taylor Foundation**

Moses Taylor Foundation is a private foundation dedicated to building healthy communities and providing opportunities for people in Northeastern Pennsylvania to lead healthier lives. Since its founding in 2012, the Foundation has approved over 550 grants for a total of more than \$41 million invested throughout the region. The Foundation has four areas of focus: Health Care Access and Quality (including primary care, oral health, mental health, and health care workforce), Older Adult Health, School-Based Health, and Nonprofit Effectiveness. The 11-county service area includes Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming Counties.

For more information, visit [www.mosestaylorfoundation.org](http://www.mosestaylorfoundation.org).