Position Title:	Grants & Program Associate
Reports To:	VP of Community Impact & Executive Director of PBVP
Classification:	Exempt
Location:	West Palm Beach, FL (in-person)
Last Revision Date:	03/27/2026

POSITION SUMMARY:

The Grants & Program Associate supports the administration of Quantum Foundation's grantmaking processes while providing coordination support for program activities and maintaining efficient day-to-day office operations. This position plays a key role in managing the grant lifecycle, maintaining accurate records in the foundation's grants management system (Fluxx), and serving as a primary point of contact for applicants and grantees.

The Associate works closely with the Impact Team and Palm Beach Venture Philanthropy to help ensure grant processes run smoothly, meetings and convenings are well coordinated, and organizational operations remain organized and welcoming. This role requires strong interpersonal, organizational, and written communication skills, attention to detail, and the ability to manage multiple priorities in a collaborative team environment.

KEY RESPONSIBILITIES:

Grants Administration & System Management
- Support the administration of the foundation's grantmaking processes, including application review, grant agreements, reporting requirements, and compliance tracking.
- Maintain accurate records in the grants management system (Fluxx), including grant data, documentation, reporting schedules, and payment tracking.
- Monitor application and report submissions, conduct eligibility checks, and provide basic technical assistance to applicants using the grants portal.
- Respond to routine grant-related inquiries and help maintain positive relationships with applicants and grantees.
- Monitor and manage the shared grants inbox and route inquiries as appropriate.

Program Support
- Provide coordination and administrative support to Palm Beach Venture Philanthropy.
- Coordinate logistics, meetings, convenings, and other program-related activities.
- Support data entry and impact measurement activities.
- Assist team with collateral and presentation materials.

Office Operations & Front Desk
- Serve as the first point of contact for visitors and callers, representing the foundation with professionalism and hospitality.
- Manage general office operations including mail, supplies, conference room scheduling, and meeting logistics.
- Maintain shared calendars and assist with scheduling meetings.
- Provide general administrative support across the organization and serve as backup support to the Executive Assistant when needed.
- Support preparation of materials and responses to internal and external information requests.

KNOWLEDGE, SKILLS, QUALIFICATIONS:
- Bachelor's degree preferred.
- Two or more years of nonprofit, administrative, program coordination, or grants management experience preferred.
- Strong organizational and administrative skills with excellent attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office and ability to learn new systems (experience with grants databases such as Fluxx preferred).
- Ability to manage multiple priorities and work both independently and collaboratively.

Salary Range: $55,000 – $65,000 based on experience and qualifications.

To Apply: Please send your resume and a brief cover letter to **grants@quantumfnd.org** with "Grants & Program Associate" in the subject line.