

Job Posting

Grants Management Associate/ Office Administration Support –
The Thunderbirds, host organization for the Waste Management Phoenix Open

Position Description:

- The Thunderbirds, host organization for the Waste Management Phoenix Open, is seeking a full-time Grants Management Associate / Office Support individual with experience in finance/ accounting. This position is responsible for providing administrative, technical, and data management support to Thunderbirds Grants Manager. Job responsibilities include, but are not limited to, A/R and A/P for Thunderbird Foundation, Thunderbirds Charities and the Birdies for Charity program; tracking of all grantee and potential grantee records, from initial application intake to grant close-out, including correspondence and fulfillment of grant requirements; responsible for keeping contracts and reports current and creating and updating contact records; and providing front desk/general office support surrounding our signature event, the Waste Management Phoenix Open.

Position Qualifications:

- Minimum of an Associate's degree and two years of accounting/bookkeeping experience, or equivalent combination, is required, as well as a fundamental understanding of accounting principles and accounts payable.
- Minimum of two year's work experience within a non-profit organization.
- Ability to work in a fast-paced environment managing a variety of tasks.
- Ability to work independently and demonstrate strong organizational skills.
- A team player who exhibits a high level of interpersonal skills and collaborates with poise, tact and diplomacy, while maintaining customer confidentiality.
- Excellent communication skills, written and verbal, with the ability to communicate clearly to all levels of management.
- Proficient in Microsoft Office Suite with expertise in database management software. Experience with the MicroEdge GIFTS database system is a plus, but not required.

Ideal candidates possess integrity, impeccable work ethics, problem anticipation, attention to detail, and follow through to ensure that a job is well done. The person must be flexible regarding duties and work hours, as needed during peak season.

Miscellaneous

The Grants Management Associate/ Office Administration Support is a full-time, professional, non-exempt position; salary is competitive and will correlate with experience. The Thunderbirds also provides a comprehensive health benefits and retirement package. A pre-employment background check is conducted by The Thunderbirds and a 90-day introductory period is observed for all positions. Please forward resume to grantsinfo@thunderbirdscharities.org.

About The Thunderbirds/Thunderbirds Charities:

The Thunderbirds were founded in 1937 with the mission of promoting the Valley of the Sun through sports. The Thunderbirds consist of 55 "active" members and more than 250 "life" members. Thunderbirds Charities is a non-profit organization formed in 1986 to distribute monies raised through the Waste Management Phoenix Open golf tournament. For more information on the Thunderbirds or the Waste Management Phoenix Open, visit www.wmphoenixopen.com. For more information on the Thunderbirds Charities, visit www.thunderbirdscharities.org.