Union Benevolent Association Administrator (part-time)
Since 1831, the UBA foundation has provided critical funding and support to low-income individuals and communities, people with disabilities, vulnerable populations, and people who are disenfranchised. We prioritize support for projects that serve seniors/elderly or children/youth and are specifically interested in combating poverty, increasing employment, furthering education, and improving health. UBA distributes its grants thought two funding cycles. UBA is seeking a part-time administrator to work roughly 10 hours per month.

www.ubaphilly.org

1. The UBA Administrator provides general administrative functions by:
   - Maintaining Foundant database on all grant proposals received by UBA
   - Responding to email inquiries received by UBA
   - Uploading updates to the UBA website and social media networks
   - Monitoring UBA mail at the Fells Fund
   - Providing basic book keeping functions for the Association. These will include:
     o Reviewing all bills, except for that of the Administrator, which will be reviewed by the President.
     o Preparing all needed checks for the Association, sending them for signature to the Treasurer in a timely way

2. The UBA Administrator supports the UBA Board by:
   - Providing day-to-day operations
   - Convening, supporting and drafting minutes for the board meeting (2x a year)
   - Providing information and assistance to the UBA President and Board Trustees about grant proposals and other UBA business as needed
   - Maintaining an updated list of UBA Board of Trustees
   - Preparing and duplicating materials needed for UBA board meetings
   - Convening, supporting and drafting minutes of the 3 UBA Committees – Allocations, Investment and Finance and Governance and Special Projects (attendance by phone acceptable for all but Allocations meeting)
   - Maintain a database of all grantees

3. The UBA Administrator Supports UBA Grantees by
   - Preparing all correspondence to UBA grant applicants including acknowledgment letters, grants and award letters
   - Maintaining and updating all UBA form letters
   - Supporting special projects as needed (ie grantee convenings)

Please send resume and cover letter to UBA President Sigrid Lundby at both Sigrid.Lundby@bnymellon.com sigridlundby@gmail.com by November 10, 2017.