**Hasidah’s Mission:** Hasidah believes that one of the greatest gifts of loving-kindness is to help people struggling with infertility to become parents. As such, Hasidah helps to build Jewish families by providing financial support for infertility treatment; building partnerships, allies and an overall support network; and growing awareness of the issue within the Jewish community.

**Job Description**: This position is primarily focused on supporting Hasidah’s grant funding cycle. Hasidah provides financial assistance, both grants and loans, based on three criteria: financial and medical need, and personally matching Hasidah’s vision for building Jewish families. Three separate committees are in place to review applications in those areas. A new on-line application system was implemented for this funding cycle. The grant management assistant will help with grant processing from application through awards and preparation for the next funding cycle.

**Tasks include:**

* Confirming application completion
* Downloading applications, cleaning/organizing data when needed, and creating review dockets and case files
* Communications with medical, financial and application review committees.
* Preparing applications for medical, financial and final review.
* Assisting with review committee meeting scheduling and preparations
* Preparing funding award and decline notifications.
* On-going communications with review committee team members
* Preparing processing systems as needed for the next funding cycle

**Skills and qualities needed:**

* Excellent writing and editing and communication skills
* Word/Excel
* Comfort on-line applications, video conferencing, and meeting scheduling tools
* Strong organizational skills and attention to detail
* Self-motivation and ability to work independently

**Additional information**

This work is estimated to take approximately 5 hours a week. Work will be performed remotely. Pay is commensurate with skills.

Hasidah is a start-up organization and the grants program is still a work in process. Flexibility, creativity, compassion and innovation are all greatly appreciated and help us grow. Hasidah deals with private personal information. All Hasidah volunteers and staff are expected to uphold the highest stands of discretion and confidentiality.

To submit your resume or ask questions, contact Rabbi Idit Solomon at [idit@hasidah.org](mailto:idit@hasidah.org) or 415.323.3226