

## Grants System Administrator

### About the PA IOLTA Board

The Pennsylvania Interest on Lawyer Trust Accounts Board (IOLTA Board) is a non-profit organization operating as an instrumentality of the Supreme Court of Pennsylvania. The IOLTA Board's mission is to support free civil legal representation to low-income Pennsylvanians and victims of abuse. It fulfills its mission by making grants to civil legal aid organizations and law school clinical and internship programs. In fiscal year ending June 30, 2026, grants totaled \$45 million. More information can be found on our website ([www.paiolta.org](http://www.paiolta.org)) including summaries of our work in our [annual reports](#).

IOLTA Board employees are highly competent stewards of public funds and committed to advancing equal access to justice. All of our employees are bound by the [UJS Code of Conduct](#)<sup>1</sup>.

### Job Description

The Grants System Administrator will be a highly organized, detail-oriented, and technically skilled professional, while providing thought partnership to the Executive Director on improved data collection and use of data to streamline grant decision-making, monitor and evaluate grants for effectiveness and compliance, and identify unmet civil legal needs throughout the Commonwealth.

Reporting to the Executive Director, the Grants System Administrator will be integral in supporting the grantmaking function of the IOLTA Board through systems management, data analysis, and report development that support the Executive Director and the Grants Manager in their direct work with grantees.

The position is based in Harrisburg, Pennsylvania. Preference will be given to Pennsylvania residents. Hybrid/remote work may be a possibility for the right candidate.

### Responsibilities

Percentage of time listed below is estimated as this is a new position.

#### **Grants Management System (50%)**

- Serve as primary administrator for SmartSimple, the IOLTA Board's grants management system, including application configuration, implementation of system enhancements to make better use of functionality, improve usability and quality of reports and data exports, and support expanded record-keeping and document management within the system.
- Work collaboratively with the Executive Director and Grants Manager to understand business needs.
- Recommend and implement approved changes and enhancements including, but not limited to, grant applications, reviewer forms, reporting templates, custom fields, list views, workflows, and dashboards.
- Manage day-to-day system administration, including user setup, permissions, role configuration, password resets, user training and support. Develop and maintain system documentation, user guides, and training materials.
- Coordinate with SmartSimple technical support to resolve ordinary and complex issues.

#### **Penn State Data Center Portal Management (10%)**

- Manage partnership with [Penn State Data Center](#) (PaSDC) including updating, testing, and preparing custom data collection portals for IOLTA Board grant programs.
- Resolve technical issues with PaSDC. Provide technical assistance to portal users.

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<sup>1</sup> Please note that the UJS Code of Conduct, Section V includes rules on not engaging in political activity. Please review this section prior to application.

### Data Analysis and Report Preparation (40%)

- Analyze and interpret application, outcomes, financial, and other data to spot trends, issues, and changes at the applicant, regional, and statewide levels, support application review, grant award deliberations, evaluation, and compliance monitoring.
- Analyze data collected in the PaSDC portals in conjunction with Census data and other data sources.
- Develop dashboards, reports, and visualizations that inform grantmaking strategies and compliance monitoring.
- Conduct regular data quality audits to identify and correct errors, duplications, and inconsistencies.
- Perform accurate and timely entry of financial data from audits and other reports and key documents into the SmartSimple system.
- Prepare extensive materials in collaboration with Executive Director for board and committee meetings using existing tools while identifying opportunities for efficiency.

### Qualifications

- Bachelor's degree or equivalent experience, work, education, or training.
- 5+ years of direct experience as a system administrator for SmartSimple or a similar environment.
- Proven experience in a data management role with an exceptional level of accuracy and attention to detail.
- Strong technical aptitude; knowledge of SQL, HTML, CSS, JavaScript, XML, and AI tools a plus.
- Proficiency in Microsoft Excel (e.g., VLOOKUP, pivot tables, data cleaning functions), Microsoft Office Suite, and Adobe Professional.
- Aptitude for systems-oriented thinking around processes and workflows, data structure and integrity, and a commitment to continually improving systems over time.
- Experience analyzing large datasets and creating data visualizations and presentations for stakeholders.
- Strict attention to detail, exceptional time management skills, and ability to multi-task and set operational priorities with limited supervision.
- Willingness to perform data entry and create materials for board meetings as needed.
- Clear, concise, and effective communication skills.
- Ability to maintain confidentiality, navigate sensitive information, and operate with discretion.
- Experience working in a foundation, non-profit, or philanthropic environment.
- Commitment to and/or interest in civil legal aid or related services.

Starting salary range: Starting salary range: \$70,497 – 85,230

### Benefits Include

- Medical, dental, and vision insurance (effective the first day of the month after hire; employee contribution currently 1% of gross pay)
- 403(b) retirement plan (employee contributions begin day one; PA IOLTA contribution currently 15% after one year, per plan terms)
- Employer-paid life insurance (\$100,000) and disability insurance
- Generous paid time off, including annual leave that increases with tenure, paid sick leave, and paid personal days (with eligibility and accrual based on employment status) and 14 paid holidays
- Paid parental leave (up to 4 weeks, eligible employees) and paid volunteer time off (up to 14 hours/year, eligible employees)
- Professional development support and potential remote work (role/approval dependent)
- Paid parking

### Steps to Apply

Interested applicants should send their resume to Ali Weiland at [aweiland@susangconsulting.com](mailto:aweiland@susangconsulting.com).