

Josh Davidoff

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joshdavidoff.com (systems and automation portfolio)

I connect platforms and people, enabling high impact organizations to focus on mission. For the past four years, I have served as the sole operations staffer responsible for end-to-end administration of \$30M+ in annual giving at a private foundation.

✿ EXPERIENCE

The Hollyhock Foundation · New York, NY

Grants & Operations Manager

Jan 2026 – present

Administrative & Database Manager

Jun 2022 – Jan 2026

- Own end-to-end grantmaking operations for \$30M+ in annual giving, including financial due diligence, contract administration, accounts payable, reporting, and compliance.
- Administer and innovate with Fluxx Grantmaker CRM: configure forms and workflows, maintain data model and hygiene, build process documentation, and drive staff and grantee adoption.
- Design and maintain 75+ API-driven integrations and automations that cut manual re-entry, improve data integrity, increase audit readiness, and support real-time operational visibility.
- Lead AI enablement foundation-wide, driving secure deployment, staff training, guardrails, and responsible AI-assisted analysis tools with structured cognitive checkpoints.
- Build leadership-facing dashboards and structured BI reports to track activity, support decisions, surface bottlenecks, and eliminate reliance on disconnected spreadsheets.
- Translate complex operational processes into documented SOPs and clean data structures across Fluxx Grantmaker, Monday.com, Power BI, BILL, DocuSign, and the Microsoft Power Platform.
- Coordinate cross-functional needs across a hybrid team, including office management, meeting preparation and hosting, and staff events. Provide white-glove service to four trustees.
- Co-manage more than \$3M in annual grants and direct charitable activity, including a public-access infrastructure project involving RFPs, budgets, contracts, government stakeholders, and complex compliance requirements.

92nd Street Y · New York, NY

2019–2020

Program Coordinator, Tisch Center for the Arts

- Managed production operations for dozens of concerts at 92Y, including artist liaison and hospitality duties.
- Developed original promotional and educational content for social media outlets.

🌸 EXPERIENCE (continued)

Chamber Music Society of Lincoln Center · New York, NY

2018–2019

Executive & Development Assistant

🌸 EDUCATION

Princeton University

2021–2022

Ph.D. coursework in Musicology (incomplete)

Roy Dickinson Welch Fellow

Wesleyan University

2018

B.A. in Music & Sociology

High Honors · Phi Beta Kappa · Leavell Memorial Prize · Semester in Cuba

🌸 TOOLS & LANGUAGES

PROFICIENT Fluxx Grantmaker, Airtable, Google Apps, AI workflows (Claude Code, MCP, Skill.MDs), MS Power Apps (Power Automate, Power BI, SharePoint), Monday.com, JIRA, Bill.com, QuickBooks, DocuSign · Spanish (C1)

WORKING KNOWLEDGE SQL, Ruby, Python, Java, C++, HTML · Portuguese (A2)

🌸 PUBLIC SPEAKING

The Bot Stops Here

Jun 2, 2026

Foundations for Research and Innovation in Data and AI · New York, NY

Responsible judgment architecture for AI-assisted due diligence in grantmaking

Small Team, Big Impact

Nov 10, 2025

Technology Association of Grantmakers · Atlanta, GA

Supercharging grants workflows with automation middleware (Fluxx Grantmaker ↔ Power Automate)

🌸 MOONLIGHTING

Chair, Immigrant Solidarity Committee

First Unitarian Congregational Society in Brooklyn

Founder, Snail Dating — slow dating by mail

Built and automated on Airtable

Songwriter + session musician

Guitar, clarinet, mandolin, banjo, and whatever else is lying around