

Grants Coordinator

Workweek Designation: 20 Hours
Reports to: Director of Development

Work Status: Part-Time
Wage Classification: Non-Exempt, Hourly

POSITION SUMMARY (functions and objectives):

- Researches viable funding sources
- Writes and submits engaging, program-specific grants
- Maintains calendar of grant progress

QUALIFICATIONS AND REQUIREMENTS:

- Undergraduate degree required
- Excellent written communication skills, including grammar, proofreading, and ability to articulate complex details in a compelling manner
- Strong research skills and meticulous attention to detail with the ability to synthesize information from a variety of sources
- Highly organized with the ability to track between 80 – 100 grants per year in various stages of the grant cycle
- Experience in fund development work including grant writing
- Able to effectively work under pressure, use independent judgment and produce quality work product within tight time constraints
- Computer proficiency in MS Word, Excel, Powerpoint, email and database management

RESPONSIBILITIES:

- Generates grant proposals and supporting documents in response to new and existing solicitations of financial support

- Researches and pursues government, corporate, foundation, and private funding opportunities
- Ensures timely submissions of well-researched, well-written, and well-documented grant/fundraising proposals
- Collaborates closely with the Director of Development, Director of Programs, Finance Director, and Executive Director to ensure accuracy of all information in applications and reports
- Completes all reporting required by granting institutions
- Manages digital filing system of grants and related documents
- Maintains grants calendar and distributes weekly to Executive Director, Director of Development, and Finance Director
- Arranges and leads “Grant Content” meetings with the Director of Development, and persons responsible for each program in our organization to discuss grants and plan/adjust current/future grant content
- Maintains report calendar and coordinates closely with Director of Development to ensure reports are accurate
- Sends email to the Director of Development, and the Executive Director when grant awards/declines are received
- Performs clerical duties including, but not limited to, copying, filing, scanning, digital file organization and mailing
- Fulfills other duties as assigned by the Executive Director and/or the Director of Development