



<b>Job Title:</b>	<b>Grants Coordinator</b>	<b>Job Code/ Req#:</b>	<b>20-62</b>
<b>Department/Group:</b>	Community Partnerships	<b>Pay Range:</b>	\$17.39-\$24.59
<b>Reports to:</b>	Director of Community Partnerships	<b>Position Type:</b>	Full Time
<b>Job Category:</b>	Non Exempt - Hourly	<b>Date Created/Revised:</b>	
<b>Filled by:</b>	Vacant	<b>Filled on:</b>	

#### **JOB DESCRIPTION**

Reporting to the Director of Community Partnerships and in alignment with agency adopted mission and core values, this professional is responsible for seeking grant opportunities, proposal writing, grant tracking, reporting, and copy writing support. The agency depends largely on community support to fund its efforts via grants and donations. This individual will collaborate closely with the leadership team to maximize agency data driven outcomes.

#### **KEY TASKS**

- Writes grant proposals and letters of interest/intent (LOI)
- Develops language for grant proposals and other outside communications
- Understands and tracks grant requirements and deliverable due dates
- Coordinates collection and submission of grant deliverables to all funders
- Coordinates and facilitates relationships with subcontractors when applicable
- Maintains grant files for audits
- Assists with language of contracts and MOUs in relation to applicable grants
- Seeks out new grant opportunities and evaluates new grant opportunities for suitability
- Conducts structured meetings to facilitate workflow related to grant deliverables
- Coordinates the production and delivery of grant and donor reports
- Represents agency at community meetings, as assigned

#### **GENERAL RESPONSIBILITIES**

- Gives full attention to what others are saying
- Takes time to understand the points being made
- Asks questions as appropriate
- Speaks to others to convey information effectively
- Looks for ways to help people
- Understands written sentences and paragraphs in work related documents
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understands the implications of new information for both current and future problem-solving and decision-making
- Monitors/Assesses performance of self, other individuals, or organizations to make improvements or take corrective action
- Is aware of others' reactions and seeks to understand reactions
- Practices good time management while respecting others' time

## EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Uses independent thought in decision making on a regular basis
- Independence/Expertise- Develops expertise in functional areas within program management
- Service/Initiative - Contributes ideas for improvement and change
- Supervision - Assists in the supervision of others
- Agency Growth - Not developed in this set

## KEY SKILLS

- Excellent Microsoft Office skills
- Excellent communication skills, especially written
- Strong organization skills

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in a field related to business from an accredited institution
- Two (2) years experience with grant writing, grant deliverables or a comparable experience
- Two (2) years experience working for governmental or heavily monitored entity

**OTHER**

- Travel: Local, Out of County, Out of State
- Telecommute Eligible: Yes, Limited
- Leave Requirement: 5 Day Consecutive
- Maintains positive, professional relationships with grantors and donors

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

**Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.**

Employee Signature:		Date:	
Supervisor Signature:		Date:	