



POSITION: GRANT COORDINATOR

REPORTING RELATIONSHIP: CEO

POSITION SUMMARY:

The Grant Coordinator will have the primary goal of seeking fundraising income by targeting new grantors as well as maintain a portfolio of grants including foundations, corporations, civic groups, and other grant opportunities. Coordinates the planning, writing and preparation of grant proposals from inception to submittal. This position is part time, and will consider consultants.

MAJOR RESPONSIBILITIES:

Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants. Maintain annual grants calendar to include new application and reporting deadlines. Work with Development and Finance to gather information necessary to report to corporate/foundation funders on current grant programs. Comply with all grant reporting as required. Maintain current records in database, including grant tracking and reporting. Assist with other fundraising projects as requested.

EXPERIENCE REQUIREMENTS: Bachelor's degree from an accredited college or university in a related field. A minimum of two (2) years of work experience in a not-for-profit organization with an emphasis on grant proposals, fundraising, marketing, budgeting, and/or community and public relations. Excellent verbal and written communication skills. Knowledge of accounting principles as they relate to grant budget/fundraising efforts. Must be highly organized, dependable professional with strong communication skills, (verbal, written and presentation). Must be committed to excellence and volunteer communication and retention. Must have the ability to multi-task in a busy office setting. Comfortable working in a faith-based setting.

Working Conditions and Physical Effort:

High level writing ability to create proposals and correspondence. Ability to manage projects and multiple timelines; define problems, collect data, establish facts and draw valid conclusions; clearly and concisely exchange/receive ideas, facts and/or technical information. Employee is required to use hands to handle or feel and reach with hands and arms. Employee is occasionally required to stand and walk, and may occasionally be required to lift and/or move up to 10 pounds. Employee may occasionally be required to operate a motor vehicle. Work environment: Normal office environment.