

<b>Job Title</b>	<b>Grant Coordinator</b>
<b>Department</b>	<b>Development</b>
<b>Reports to</b>	<b>Director of Development</b>
<b>Effective Date</b>	<b>02/27/2023</b>

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### Position Summary

The Grants Coordinator is a member of the Development Team. The Grants Coordinator is responsible for researching, preparing, submitting, and managing grant proposals/reports supporting agency goals and meeting funder guidelines and criteria. This person serves as a grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis and entry, and attention to detail skills. This is a **part-time hybrid** position.

### Principal Duties and Responsibilities\*

- Prepare and maintain annual grants calendar that manages proposal and report deadlines and tracks results of grants awarded and denied.
  - Research, write and submit grant proposals for funding from private, public, and corporate foundations.
  - Monitor program or agency compliance with grant requirements as needed.
  - Report to funders on use of grant funds according to funder requirements
  - Develop and nurture relationships with funder contacts.
  - Review and follow-up declined grants for input and future success as necessary.
  - Provide reports on grant awards as needed for board meetings, finance committee meetings, etc.
  - Research new potential grant funding sources using tools such as GuideStar and Foundation Directory Online
  - Maintain complete, accurate, and well-organized paper and electronic files.
  - Maintain internal grants tracking for the Development Department, tracking prospects, proposals, awards and visits necessary in support of grant funding efforts.
  - Work collaboratively and cooperatively with all departments to ensure comprehensive and accurate representation of programs, services, accomplishments, participation, etc., both in crafting proposals and in submitting any required reporting on grant-funded activities.
  - Maintain and apply working knowledge of funding trends, best practices in grant writing and grants management, and changes in the funding landscape that affect NeighborHealth Center.
  - Other duties as assigned.
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**Required Skills or Abilities\***

- Associate Degree
- Two years of experience managing grant process and writing grants.
- Demonstrated success writing and managing grants of \$10,000 and over from foundation, corporate, and/or government grant funding sources.
- Thorough knowledge of grant application policies, procedures and processes, including: working knowledge of best practices, grant funding research tools and ability to create grant budgets.
- Experience with health and human service grants strongly preferred.
- Demonstrated skill in successfully generating significant grant funding resources and maintaining adequate oversight.
- Proven ability to work effectively and independently across departments in developing, organizing and managing grant proposals and awards.
- Excellent written and oral communication skills.
- Strong grammar and spelling skills with the ability to independently compose and/or edit materials; experience proofing and editing under tight deadlines.
- Strong time management, organizational, and follow-through skills.
- Superior attention to detail.
- Proficient with Microsoft office tools, database tools, and internet research.
- Proven skills in organizing resources, establishing priorities, and meeting deadlines.

**Preferred Qualifications:**

- Bachelor's Degree
- Four years of experience managing grant process and writing grants.
- Experience writing grants in the medical field.

**Required Knowledge, Experience, or Licensure/Registration**

1. High School Diploma or its equivalent.
2. Experience in customer service, office work, or a clinical setting. Bilingual ability strongly preferred.
3. Ability to work remotely; office set up with access to secure Internet connection.
4. COVID and flu vaccines

Exempt Status

Non-Exempt

\*To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job.

### Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name

Employee Signature and Date

Supervisor Name

Supervisor Signature and Date

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