

Job Title

Grants Coordinator

Reports to

Development Director

Primary Responsibilities

The job of Grants Coordinator was established for the purpose of coordinating and overseeing the grant application and management process, including identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, and drafting forms for proposals, budgets, amendments, progress reports, final reports, and extension requests.

Working Environment: This position is home-based, working 95% remotely. Position may be required to come into the office from time to time for required meetings.

Specific Responsibilities**Essential Functions**

- This position collaborates with programmatic staff to develop grant budgets, and proposals for grant applications and processes, monitors, and coordinates required report evaluations on existing grants.
- Collaborates with a variety of parties for the purpose of securing funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (e.g., pre-award collaboration with program and finance staff to draft proposals, evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with funder guidelines and audit requirements.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Works with programmatic areas and finance to develop grant proposals, applications, and related documents (e.g., required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency.
- Evaluates the degree of match between listed grant priority area and system needs for the purpose of matching needs with funding sources.
- Monitors proposals and funding application requirements (e.g., presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize the successful awarding of grant funds.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Presents concepts, status, and information to a variety of groups (e.g., funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
- Research grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs, and administrative operations.

- Monitors the financial management of grants (e.g., budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Set up and disseminate any pre-event surveys, coordinate survey findings with Data and Evaluation Team, and share survey results with the event project manager(s).
- Prepare any virtual or in-person polls, quizzes, breakout rooms, or other event-related activities as determined by the event project manager(s).

Job Qualifications

- Master's degree or a bachelor's degree
- (2) years of previous experience in writing government and foundation proposals which may be substituted for the advanced degree on an exceptional basis
- 2+ years of experience preparing and managing grants

Skills

- Planning and managing projects
- Operating standard office equipment
- Preparing and maintaining accurate records
- Utilizing pertinent software applications; grant writing; and grantsmanship

Knowledge

- Scope of Work development
- Fund accounting
- Community organizations
- Public and private agency funding sources.

Ability

- Demonstrated ability to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment.
- Problem-solving and ability to analyze issues and create action plans.
- Ability to adapt to changing work priorities; communicate with groups and individuals from diverse cultural and/or educational backgrounds; meet deadlines and schedules; work independently under time constraints; set priorities while performing with minimal direct day-to-day supervision; work with detailed information/data; organizing and communicating information and concepts.
- Independent interpretation of guidelines and ability to work under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions.

Equal Opportunities and Accommodations Statement

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, committed to providing a welcoming and diverse environment. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by law.

Accommodations are available for applicants with disabilities.