Grants Coordinator

Position: Part Time / Hourly

Supervisor: Chief of Development and External Affairs

Summary: The Grants Coordinator is directly accountable to and works under the supervision of the Chief Development and External Affairs Officer in carrying out the responsibilities of grant writing, research, data collection and follow up correspondence for Operation Stand Down Tennessee. He/she advances partnerships with government, corporate and foundation donors and continually researches those entities which may be prospective donors. He/she is an integral part of the data collection and outcomes reporting process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Articulate clear, structured and persuasive grant proposals.
2. Create, review and revise the budgets of projects seeking funding.
3. Maintain filing of all RFP’s, grant proposals, award/denial letters, reports and other pertinent correspondence.
4. Manage all follow up correspondence related to grant proposals and reports. Collect all supporting documentation and assemble for mailing or delivery.
5. Coordinate with OSDTN leadership to stay in close contact with organizations during their review of a submitted grant application.
6. Research and identify new government, foundation and corporate funding streams.
7. Maintain detailed calendar of grant proposals and reporting deadlines. Maintain and implement a calendar of communications, cultivation and stewardship activities.
8. Work closely with colleagues to learn about projects that could be funded through grants. Work with appropriate program staff to prepare all grant applications and proposals, letters of inquiry and reports.
9. Analyze complex programmatic data and draw meaningful conclusions for outcomes.
10. Enter and maintain grant and report gifts and deadline reminders in the database. Maintain current grant gifts, contact information, and other records in database, including grant tracking reporting and deadline reminders.
11. Collaborate with Chief Development Officer, Chief Financial Officer, Chief Operating Officer and Chief Executive Officer to ensure compliance with grant requirements.

**General Duties:**
1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality

**ATTENDANCE:**
Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduling work breaks, where applicable.

**COMPETENCIES:**
To perform the job successfully, an individual should demonstrate the following competencies:

**Intellectual**
- Confidentiality – Exercises discretion in all aspects of work; Maintains confidentiality of sensitive information.
- Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.

**Interpersonal**
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Liaison – Communicates clearly between internal staff and external service providers to facilitate accuracy of data and effective, efficient processes.
- External Working Relationships – Develops and maintains courteous and effective working relationships with any representatives of external organizations.

**Organization**
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Flexibility – Capable of responding to and anticipating rapidly changing external and internal demands without diminishment in work performance.
- Safety and Security – All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

**SUPERVISORY RESPONSIBILITIES:**
This position has no supervisory responsibilities.

**QUALIFICATIONS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION AND/OR EXPERIENCE:
Bachelor’s degree and a minimum of three years’ experience preferably in a grant management function, or the equivalent combination of education and experience.

LANGUAGE SKILLS:
Ability to communicate, read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and grants. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

COMPUTER SKILLS:
An individual should have knowledge of: Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint). Knowledge of Raiser’s Edge and Client Track preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:
- Possess valid, current Tennessee Driver’s License.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:
- Veteran, or family member of a Veteran, preferred.
- A proven successful revenue generating track record in government, foundation and corporate grant writing.
- Knowledge of fundraising information sources and familiarity with research techniques for prospect research.
- Strong editing skills with attention to detail and fact checking.
- Excellent organizational, multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Compassionate, energetic and team focused.
- Comfortable in individual, group and public speaking environments.

PHYSICAL Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move more than 10 pounds.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

As of Jan 2020