

Job 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. The Grants Coordinator advances partnerships with government, corporate and foundation donors and continually researches those entities which may be prospective donors. The Grants Coordinator will be an integral part of the data collection and outcomes reporting process.

Job Responsibilities

Articulate clear, structured and persuasive grant proposals.

Create, review and revise the budgets of projects seeking funding.

Maintain filing of all RFP's, grant proposals, award/denial letters, reports and other pertinent correspondence.

Manage all follow up correspondence related to grant proposals and reports. Collect all supporting documentation and assemble for mailing or delivery.

Coordinate with OSDTN leadership to stay in close contact with organizations during their review of a submitted grant application.

Research and identify new government, foundation and corporate funding streams.

Maintain detailed calendar of grant proposals and reporting deadlines. Maintain and implement a calendar of communications, cultivation and stewardship activities.

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.

Analyze complex programmatic data and draw meaningful conclusions for outcomes.

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.

Collaborate with Chief Development Officer, Chief Financial Officer, Chief Operating Officer and Chief Executive Officer to ensure compliance with grant requirements.

Qualifications

Bachelor's degree and a minimum of three years' experience preferably in a grant management function, or the equivalent combination of education and experience.

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.

Expertise in Microsoft Excel and Word and Powerpoint. Knowledge of Raiser's Edge and Client Track a plus.

Excellent verbal and written communications skills. Ability to present information concisely and effectively, both verbally and in writing.

Ability to organize and prioritize work, particularly in completing grant applications in advance of deadlines.

Ability to fulfill assigned workload with light supervision.

Strong organizational and interpersonal skills.

Strong editing skills with attention to detail and fact checking.

Be a positive member of a diverse team

Veteran of the US Military or family member of a US Military Veteran preferred.

Benefits

The position of Grants Manager is an annual average of 30 hours a week (part-time position).

How to Apply

A resume of no more than 2 pages and a tailored cover letter should be submitted to jobs@osdtn.org. No phone calls please. Selected candidate must pass a drug test and background check.