



Job Description

Title: Grant Coordinator	Position: Part-time	Hours: 15-20 per week	Pay: \$22-\$25 hour
Posted: 08/23/2022	Type: Hybrid		

GENERAL STATEMENT OF DUTIES

The part-time position acts as the Fish & Loaves' primary contact for grant writing and oversight. Works closely with and alongside the Executive Director to oversee and execute all aspects of Fish & Loaves' grant process. Works to identify new funding opportunities, apply for new and existing funding, coordinates with the Executive Director to ensure grant objectives are properly implemented, and monitors grant compliance.

SUPERVISION RECEIVED

Work is performed under the general supervision and guidance of the Executive Director.

RESPONSIBILITIES AND ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Actively identifies emerging trends in state and federal legislature and seeks appropriate granting opportunities and makes recommendations to the Executive Director.
2. Acts as a resource for Fish & Loaves' by providing accurate and current advice regarding grant-related issues. Maintains a high level of awareness of federal, state, municipal, and other agency grant opportunities and requirements.
3. Writes and reviews grant applications for completeness and to identify eligibility requirements, including potential funding matches.
4. Coordinate the application, implementation, and close out of all Fish & Loaves' grants, including monitoring of eligibility requirements and completion of required grant reporting.
5. Assists with responding to annual financial review, and other funder requests.
6. Identifies opportunities to streamline and/or enhance the granting process.
7. Performs related work as required within the general knowledge, skills, and abilities set forth.



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REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. Has a record of continuing educations, professional association involvement, and similar activities, having kept abreast of modern and innovative grant opportunities.
2. Listens and communicates effectively with a variety of audiences. Includes written and oral communication of ideas, strategies, goals, and directions.
3. Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
4. Exhibits emotional intelligence in day-to-day work, decision making, and problem solving.
5. Ability to establish and maintain effective working relationships with Executive Director, staff, and volunteers.
6. Ability to prepare, analyze, and present comprehensive reports; ability to maintain confidentiality with regards to knowledge, information, etc.; ability to carry out assigned projects to their completion.
7. Ability to read and implement grant agreements and regulations to ensure compliance with grantor, agency, federal, state, and municipal requirements.
8. Ability to create and monitor complex grant budgets.
9. Ability to manage time and prioritize tasks despite competing demands.