

JOB TITLE: *Grants Coordinator*

Supervisor: Finance Director

JOB SUMMARY: Seeks opportunities for fund development, particularly but not limited to, foundation and government grants and contracts. Coordinates the collection of data, financial information, editing, submission, and reporting requirements of all agency grant proposals. Seeks out other opportunities for raising agency donations and funds and communicates these opportunities to appropriate staff.

EMPLOYMENT SPECIFICATIONS:

I. Skills/Qualifications:

- A. Education- Bachelor degree in English, Accounting, Communication or the social sciences.
- B. Experience-2 years of prior experience in grant writing or development preferred.

II. Job Requirements:

- A. Ability to tolerate stressful situations.
- B. Ability to work with members of multidisciplinary team and community groups in collaborative work.
- C. Ability to prioritize and coordinate multiple tasks.
- D. Ability to communicate with our diverse staff through multiple means
- E. Ability to utilize standard office software including database and spreadsheet programs.
- F. Ability to understand and maintain confidentiality.
- G. Knowledge of and experience with standard office procedures.
- H. Superior written English communication skills.
- I. Ability to understand basic accounting principals (such as budgets, balance sheets, income statements) and to gather and interpret statistics.
- J. Exceptional research and knowledge skills to locate grant opportunities.
- K. Excellent organizational skills.
- L. Ability to prepare and deliver group presentations.
- M. Commitment to the mission of Catholic Charities.
- N. Travel required for various meetings and events.

III. Responsibilities:

- A. Seeks out grant opportunities utilizing various research methods. Keeps abreast of latest techniques to aid in finding grant opportunities, including use of Internet and on-line services.
- B. Consults with and provides pertinent information to appropriate staff regarding grant opportunities.
- C. Conducts research necessary for grant writing and compiles required data.
- D. Assists management team with grant writing and coordinates timely submission of required materials.
- E. Seeks other fund development opportunities in coordination with the management team.
- F. Partners with other agencies and communities in collaborative projects.
- G. Serves as the staff liaison to the Development Committees of the Board of Directors.
- H. Communicates with program staff with grants progress
- I. Communicates with finance department with grants progress
- J. Oversees information flow of donations between development department and finance department
- K. Other duties as assigned.