

GRANT COORDINATOR

PURPOSE: Develop and coordinate grant-funded programs and projects.

FUNCTIONAL AREAS:

1. Research and write grant applications.
 - * A. Survey and continuously monitor needs relative to available funding sources.
 - * B. Conduct meetings to identify and prioritize project needs.
 - * C. Provide information, research, analysis, written reports and recommendations to management as needed.
 - * D. Identify agencies and community organizations relevant to the grant project, and solicit their support, input, and participation as appropriate.
 - * E. Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
 - * F. Compile and write grant applications.
 - * G. Write or supervise writing of proposals, budgets, reports, and other ancillary materials.
 - * H. Review and edit draft applications for accuracy, completeness and clarity.
 - * I. Submit grant applications in accordance with grant requirements.
 - J. Obtain feedback for proposals that are not funded and redraft for resubmission as appropriate.
2. Manage existing grants.
 - * A. Coordinate and plan program activities to ensure program efficiency, effectiveness, and grant compliance.
 - * B. Develop internal reporting systems.
 - * C. Review project status and revenues and expenditures to ensure proper expenditures are made for grant projects.
 - * D. Resolve issues and conflict with funding agencies.
 - * E. Prepare and submit quarterly or annual reports as required by granting agencies.
 - F. Perform other related duties as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. A four-year degree in an English, communications, business administration, social science, or other related research-based field plus-verifiable grant management experience and training that demonstrates possession of the knowledge, skills, and abilities listed below.

Knowledge Requirements

- ◆ A. Knowledge of research principles and methods.
- ◆ B. Knowledge of budget development and monitoring methods.
- ◆ C. Knowledge of the grant application process.

- ◆ D. Knowledge of grant writing and reporting principles and techniques.

Skill Requirements

- ◆ A. Excellent organizational skills.
- ◆ B. Excellent written and oral communication skills.
- ◆ C. Public speaking skills.
- ◆ D. Computer skills including word processing, desktop publishing, and spreadsheets.

Ability Requirements

- ◆ A. Ability to collect data, analyze findings and make recommendations.
- ◆ B. Ability to develop, write, and implement strategic plans.
- ◆ C. Ability to prepare concise and effective oral and written reports and presentations.
- ◆ D. Ability to work under pressure to meet deadlines for grant application.
- ◆ E. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
- ◆ F. Ability to establish and maintain effective working relationships with administrators, staff, funding organizations, community groups and the general public.
- ◆ G. Ability to read, interpret and apply laws, rules, and regulations.
- ◆ H. Ability to plan, prioritize and coordinate multiple projects.
- ◆ I. Ability to transport, usually by lifting and carrying, materials and equipment weighing up to 25 pounds per load for presentations.
- ◆ J. Ability to attend community meetings.
- ◆ K. Ability to attend work on a regular basis.

* Essential functions of the position

- ◆ Job requirements necessary on the first day of employment

Anlst: JA	Class:	Union: Basic	Pay: 131	CSB: 20080603
CC: 20080619	Res: 08-0364R	EEOC: Professional	EEOF: Police Protection	WC: 8810