



Job Title: Grants Coordinator
Reports to: Resources Development and Funding Manager/ED
Status: Exempt
Hours: Flexible schedule
Date: 2/6/23

Summary: Under general direction from the Resources and Funding Manager, administers, manages, organizes, applies for and monitors grants. Works with contracted Controller to manage accounts receivable and accounts payable.

Essential Duties:

Federal and Government Grant administration .5FTE

- Coordinates grant program for Government grants and opportunities
- Writes and prepares grant proposals and supporting documents
- Prepares required grant reports and ensures timely submission
- Develops, summarizes, and maintains administrative and fiscal records relating to grants working with CARDV Bookkeeping to ensure grant dispersal and adherence to grant requirements

Private Foundation Grants .5FTE

- Confirm with Executive Director and the Resource Development and Funding Manager what program areas may qualify for private foundation grants
- Develop a grant matrix for private foundations, timelines and application requirements to apply for grants
- Monitor grant compliance and grant reports to close out grants when monies are spent
- Build an annual work plan for grant goals with the Resource Development and Funding Manager

Education/Experience:

- Two years of professional grant writing work experience
- At least a 70% issue rate on private foundation grants
- At least 6 months of government grant application experience
- Excellent writing skills

Required Skills/Abilities:

- Microsoft Suites proficiency: Word, Excel.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists
- Demonstrated understanding of confidentiality and ability to maintain strict confidentiality about CARDV's donors and clients
- Must have good planning and organizational skills, ability to focus, multi-task and prioritize
- Think and act quickly when needed; anticipate the needs of clients, staff, and public; ability to remain calm and focused and to work effectively with noise and interruptions
- Possess awareness of and respect for cultural differences.

Additional Requirements:

- Successful completion of CARDV Administrative Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver's license

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.

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Mental or Visual Demands:

- Periods of high stress and strict deadlines. Continuous mental or visual attention.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager _____ Date _____

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee _____ Date _____