

Northwest Colorado Health

Grant Coordinator

General Statement of Duties:

This position is responsible for the overall planning and implementation of grant coordination for the Agency.

Supervision Received:

Reports to the Senior Director of Marketing and Development.

Supervision Exercised:

None.

Essential Functions:

Responsible for the overall coordination of grant management.

Maintains grant deadlines and schedules.

Research and vet new grant and/or funding opportunities and write and submit grant applications prior to deadline.

- Researches grant-making organizations and analyzes them to identify likely funding sources for specific projects and programs.
- Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
- Through interviews and other means, gather information that will easily allow him/her to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines.
- Compiles, writes, and edits all grant applications exhibiting strong writing skills and a high-level command of grammar and spelling.
- Reviews the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.

Maintain and manage the grants systems

- Manages the development, processing and monitoring of grants management
- Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material.
- Manage grant file storage according to agency policy and maintain grant filing system within PolicyTech.
- Schedule and facilitate grant kick off meetings.

Responsible for grant reporting and communicating with funders as well as internal staff to coordinate program development

- Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
- Assists finance staff with grant expense monitoring and tracking to ensure correct information can be reported to the funder.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Bachelor's degree in a health related area, business administration, journalism, fundraising, marketing or related field preferred.

Experience:

Two to five years progressive experience in grant writing and/or program development.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current immunization history, after job offer and before starting job.

Skills:

1. General office skills.
2. Basic data analysis skills.
3. Advanced writing skills.
4. Advanced computer skills.

Knowledge:

1. Knowledge of grant/proposal writing..
2. Thorough understanding of philanthropy and foundation environment.
3. Knowledgeable and skilled in community education, public relations, fund development, , and communication principles and practices.

Abilities:

1. Must be able to coordinate development needs of the agency.
2. Ability to develop and coordinate long range plans, business and development plans; and facilitates day to day tasks.
4. Provides a positive approach to discerning opportunities for improvement or change, taking advantage of the situations, and functioning as a change agent.
5. Accepts responsibility as an agency team member with agency-wide purview and commitment to effective team functioning and results.

Equipment:

1. Daily use of telephone, copier, and other office equipment.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____