

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:

1. Responsible for the overall coordination of grant management.
2. Maintains grant deadlines and schedules.
3. 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.
 - Acquires and maintains sound knowledge and understanding of the organization and uses 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, gathers information that will easily allow them to grasp the concept of a project or program for which funding is sought as defined by the person responsible for carrying it out.
 - Develops individual grant proposals in accordance with each grant-making organization's preferences and follows 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 makes recommendations to better present it to grant-making organizations.
4. Maintain and manage the grants systems.
 - Manages the development, processing and monitoring of grants management.
 - Serves as the main point of contact for 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 is responsible for grant filing system within PolicyTech.
 - Schedules and facilitates monthly Grants Management Meetings.

5. 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.
 - Works directly with Business Analyst to maximize efficiencies of data collection systems.

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

Education:

High School Diploma required. Bachelor's degree in a health-related area, business administration, journalism, fundraising, or related field preferred.

Experience:

Two years progressive experience in grant writing and/or program development required, five years preferred.

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, fund development, project management, and communication principles and practices.

Abilities:

1. Must be able to coordinate grant management 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.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,

(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____