



JOB DESCRIPTION

Grants Coordinator

EDUCATION: Bachelor's degree required; Master's degree preferred.

REPORTS TO: Grant Writer/Manager

SKILLS:

- Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion
- Experience and familiarity with grant-writing/management processes, tools, and approaches
- Proficiency in written & verbal communications; Spanish language skills preferred
- Ability to perform in a cross-functional team approach with shared job responsibilities
- Understanding of the organization's overall mission, history, culture, and objectives
- Computer literacy with related knowledge of software programs, Internet, social media, and mail
- Accuracy & proficiency with budgets, spreadsheets, data, and basic accounting principles
- Experience and skill with grant-seeking processes, technologies, and processes

PRIMARY DUTIES:

- Follow strategies described by the Grant Writer/Manager to coordinate grant management activities
- Perform relevant research to identify available grant opportunities and work with GW/M to evaluate fit/feasibility
- Prepare and submit assigned grant proposals
- Support the GW/M in grant implementation according to operational/financial organizational needs
- Assist in keeping the relevant others informed about upcoming deadlines and deliverables
- Assist in the preparation and submission of required grant progress reports and closeout documents
- Prepare financial or budget plans and allocation along with the GW/M and the finance department in accordance with each grant and the Center's rules and regulations
- Track assigned grant expenditures/budget
- Monitor paperwork and other related documents connected with assigned grant-funded programs
- Provide assistance and support to GW/M in searching, documenting, and compiling grant opportunities – as well as supporting the application, budgeting, and reporting processes
- Follow all guidelines, rules, regulations, laws, policies, principles, and practices of grantmakers, governmental entities, and WFM

OTHER DUTIES:

- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Typical workday length - 8 hours
- Indoor setting; long periods of sitting; frequent use of computer, telephone
- Continuous repetitive grasping and manipulation with both hands; occasional reaching
- Occasional use of personal vehicle (expenses may be reimbursed under specific circumstances)

05/13/2022