



Front Steps – Job Description

Job Title: Grant Coordinator

FLSA: Full-time/Exempt (40 hours per week)

Department: Administration

EEO Job Classification: Professionals

Reports to: Communications and Development Director

Created: January 28, 2014

Position Summary:

The Grant Coordinator is responsible for seeking and raising restricted and non-restricted funds from foundations, corporations, government entities and individual donors through the grant solicitation and writing process. The Grant Coordinator is also responsible for identifying new grant prospects and proposals, and funding opportunities through letters of interest. The Grant Coordinator works very closely with the Communications and Development Director to ensure financial and performance compliance with grant contracts, as well as creation and compliance with fundraising policies and procedures.

Job Duties and Responsibilities:

- Researches and prepares an annual comprehensive grant development plan with assistance from the Communications and Development Director to meet the fundraising goals of the organization.
- Writes grants, letters of interest, and request for proposal (RFP) for foundations, corporations, and government funding in collaboration with Communication and Development, Programs, and Executive Director.
- Creates and maintains a proposal pipeline for new and existing grants.
- Creates and maintains a contact database with new and existing grantors.
- Maintains accurate records of grant-related information in the donor database, grants calendar, and other tracking systems, as required or needed.
- Tracks foundation requests and awards for the purpose of establishing target goals for current year and the next fiscal year.
- Maintains a working knowledge of the funding agencies relevant to Front Steps and the political landscape that influences the mission and funding decisions.
- Manages Front Steps donor relationships and communications with major foundations and corporations.
- Attends regular meetings with Communications and Development, Programs, and Executive Director to determine the needs for potential funding support.
- Collaborates interdepartmentally to match funding needs with opportunities and gathers internal or external information required to proceed with grant applications or letters of interest.
- Monitors grant requirements to ensure program performance is consistent with stated and expected performance outcomes. Disseminates information to applicable staff detailing the conditions of the grant.
- Coordinates staff reporting measures to ensure timely grant reporting and compliance.
- Provides grant awards notification to Communications and Volunteer Coordinator for timely press release opportunities.
- Maintains a positive working relationship with internal departments and teams and external customers, both existing and prospective.
- Creates and maintains grant document files, database, toolkits, templates and calendar.
- Assists with other development activities as deemed appropriate and mutually beneficial to the overall goals of the department and organization.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor degree in Marketing, Communications, Public Relations or closely related field
- Minimum of 3 years grant writing experience, including preparation, submission, reporting, compliance and overall grant management with quantified and/or demonstrated success
- Excellent written, oral, and interpersonal communication skills to effectively persuade a diverse audience. The ability to understand and organize detailed information and to write about or talk extemporaneously on the information

Preferred knowledge, skills, and abilities:

- Strong knowledge of fundraising principles
- Experience working with donor databases
- Knowledge of programs serving the homeless population, highly preferred
- Demonstrated ability to effectively and efficiently research and find needed information to write a grant and/or letter of interest
- Ability to be innovative, creative, and take initiative to seek additional funding opportunities
- Ability to work professionally and juggle multiple tasks and projects under tight deadlines with attention to detail
- Ability to work independently and exercise good judgment and discretion
- Strong ethical character with the ability to maintain confidentiality
- Ability to work with diverse teams, including Board of Directors and volunteers
- Working knowledge of Austin's funding community and those who support the mission of Front Steps, highly preferred
- Ability to work assigned work schedule and occasional nights and weekends
- Valid and current driver's license
- Reliable transportation
- Bilingual (Spanish), highly preferred