



UPHOLDING
MENTAL HEALTH

JOB DESCRIPTION FOR GRANT COORDINATOR

Function:

Under direct supervision of the Chief Operating Officer, the Grant Coordinator will identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end.

Employee Classification:

Considered a professional, exempt position that is regular full-time.

Examples of Work:

- Researches various types of grants available and the criteria to qualify for each.
- Discusses available sources of funding with administrative managers.
- Compiles necessary information for the application process through collaboration with other employees, database research, and other fact finding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by the grant.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
- Develops and maintains master files on grants and paperwork connected to programs funded by grants.
- Performs other related duties as assigned.
- Maintains a tracking system to manage applications and reports.

Knowledge, Skills and Abilities:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Thorough understanding of effective grant writing techniques.
- Proficient in Microsoft Office Suite or related software.
- Familiarity in donor management software.
- Extremely organized and meticulous with details.
- Excellent project management skills and ability to prioritize work and resources.
- Ability to meet deadlines.
- Ability to interpret financial data and prepare budgets and financial grant reports.
- Ability to be discreet with personal information that may be needed for some grants such as employee salaries or upcoming projects.



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Minimum Requirements:

- Bachelor's degree in related field required.
- At least 3 years of experience in grant writing experience highly preferred.

Apply Online:

<https://www.mirci.org/careers/>

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