ON A MISSION

to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.

GRANTS COORDINATOR

The Grants Coordinator guides and manages the overall planning, implementation, and communication of YWCA MV’s grants in collaboration with Program Directors and in accordance with funders. Responsible for the development, coordination and implementation of tracking and reporting grant deliverables and reports. This position will ensure YWCA MV’s program reports are submitted accurately and timely on each funder’s required platform.

Essential Duties and Responsibilities

• Analyzes, dissects, and assigns specific tasks and responsibilities to other departments/staff for grants and other funding opportunities for completion of funding applications. Submits completed applications by assigned due dates. Combines staff’s input/assignments into one final version as needed.

• Tracks and communicates grant information (i.e., contacts, reporting, funding dates, etc.) with Directors to ensure understanding and delivery of programs. Prepares grant tracking information to be shared regularly with leadership, finance, and grant teams.

• Reviews terms and conditions of grants, contracts, or agreements to ensure compliance.

• Prepares and submits reports applicable to post award activities with collection of data from respective departments. Acts as back-up for collection and submittal of reports outside the compliance department.

• Designs and performs internal audits on grants to ensure full compliance with all local, State and Federal regulations.

• Serves as administrative oversight on grant contracts as assigned, ensuring mission strategy and deliverables are met.

• Updates and distributes Functional Timesheets per funder’s requirements. Collects and reviews for accuracy, follows up as needed with staff for corrections/changes.

• Assists in reviewing funding opportunities with grants team. Provides brief description of funding opportunities highlighting benefits, restrictions and/or limitations of funds.

• Provides data and information to funders regarding contract/program audits and upon request.

• Schedules and leads grant meetings, records minutes, and follows up as needed.

• All other duties as assigned.

DEPARTMENT

Crisis Services

REPORTS TO

Senior Director of Crisis Services
**Position Requirements**

**Education**
- Associate degree in business or related field plus two (2) years’ experience in grant/compliance management preferred.

**Required Specialized and Technical Knowledge**
- Acceptance and support of YWCA MV mission
- Ability to interact with staff, residents, and/or agencies while maintaining confidentiality
- Accuracy and attention to detail is essential.
- Ability to set priorities and manage several projects at once, under deadline pressures.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality.
- Cooperative, friendly and helpful attitude with clients and co-workers.
- Ability to work independently and in team setting.
- Proficient in Microsoft office suite, especially Excel.

**Expectation for All Employees**
- Support the organization’s mission, vision, and values by exhibiting the following:
  - Integrity
  - Respect
  - Commitment
  - Compassion
  - Credibility
  - Expertise
  - Teamwork

**Physical Requirements**
- **Equipment Used**
  - Computer, fax machine, adding machine, telephone, voicemail, copy machine
  - Must hold valid driver’s license and insurance, and be able to travel as necessary
- **Physical Activities**
  - Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing
- **Physical Demands**
  - Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- **Visual Acuity Required**
  - Heavy acuity is required in this position
- **Work Conditions**
  - There is no substantial exposure to adverse environmental conditions with the exception of weather-related travel conditions.

______________________________  ______________________
Employee Signature  Date

______________________________  ______________________
CEO Signature  Date