



## Job Description

### GRANTS COORDINATOR

**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Grants Administration and Evaluation  
**HOURS/STATUS:** Part time/Exempt

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

#### JOB SUMMARY

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The Grants Coordinator is a key member of the Willow Domestic Violence Center Team and is responsible for identifying, securing and implementing grant resources to support the overall agency mission, programs and services. The Grants Coordinator works closely with the Director of Grants Administration and Evaluation to identify funding opportunities, prepare and submit proposals and reports, and ensure grant compliance. Working closely with key departments, the Coordinator helps to ensure that grant deliverables for both public and private grants are fulfilled in a timely manner and with the highest quality.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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##### GRANTS MANAGEMENT

- Manage portfolio of at least 15 funders; writes and edits proposals and reports.
- Provide support for the implementation of all agency grants and deliverables in collaboration with the CEO, Director of Grants Administration and Evaluation, Director of Programs and Services and Director of Development.
- Serve as liaison with program leadership staff to identify priority funding needs and research funding opportunities.
- Work closely with program leadership to ensure public and private grant deliverables are met and provide support as needed.
- Monitor deliverables for grants, and communicate status of each to the Director of Grants and program leadership to ensure service delivery in compliance with funder requirements.
- Schedule and coordinate site visits with funders.

##### DATA MANAGEMENT

- Participate as a core member of the Grants database and Apricot database teams to customize reports and provide data upon request.
- Familiar with agency program software, able to generate reports and ensure quality data input for overall agency. Develops course corrections and training to ensure quality reporting and data input.
- Assist Director of Grants to develop and maintain Agency Dashboard with metrics to monitor agency deliverables and performance.
- Assist Director of Grants to maintain timetables for grant deliverables and monitors monthly progress toward goals both programmatically and fiscally to ensure on target for year end.
- Identify agency routine reporting needs and develop streamlined processes working with software packages and funder requirements.
- Produce data reports and analysis as requested to support staff in their work.

##### OTHER DUTIES AS ASSIGNED

- Represent the agency at the leadership level to community groups and speaking engagements as needed
- Assist the Director of Grants in identified strategic initiatives, including goal setting, resource procurement, and promoting Willow's mission
- Maintain confidentiality and completes all job functions ethically and in a culturally competent manner.
- Attend and participate in pertinent agency meetings and training.
- Any other duties as may be assigned.

##### QUALIFICATIONS

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- Master's Degree in Sociology, Psychology, Public Administration, Social Work or related field.
- Management and operational experience in a non-profit setting.
- Excellent communication skills (verbal and written) are required.
- Adaptable and flexible.
- Excellent project management skills with experience in managing and supervising administrative projects
- Excellent organizational skills
- Strong command over written and verbal communication

- Excellent interpersonal and presentation skills
- Good understanding of the organization's overall business and its objectives
- Possess good knowledge of planning and strategizing financial and budgeting issues
- Ability to perform in cross-functional team approach and job responsibilities
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet

## HOW TO APPLY

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Submit cover letter and resume by Email, mail or fax:

**Email:** [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

**Mail:** P.O. Box 39601, Rochester, NY 14604

**Fax:** 585.232.3501

Please state the position title in the email subject line or in the body of the cover letter. No phone calls please.

*We offer a generous benefits package including health and dental insurance, paid time off, and 401k  
Willow Domestic Violence Center is an Equal Opportunity Employer*