

Job Description

GRANTS COORDINATOR

JOB SUMMARY

The Grants Coordinator is a key member of the Willow Domestic Violence Center Team and works closely with the Director of Grants to identify funding opportunities, develop, prepare, and submit proposals and reports, and ensure grant compliance to support Willow's mission, programs, and services. 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. Hybrid office/remote work option is available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GRANTS MANAGEMENT

- ✔ Provide support in the development of proposals and provide guidance of proposals.
- ✔ Pre-award (drafting and editing) and non-fiscal post award implementation of 20+ grants in collaboration Director of Grants.
- ✔ Monitor deliverables and work closely with Director of Grants and program leadership to ensure compliance with funder requirements.
- ✔ Schedule, coordinate, and participate in meetings and site visits with funders.
- ✔ Assist Director of Grants with organizational compliance as it relates to federal, state, and local grant systems requirements.

DATA MANAGEMENT, COMPLIANCE AND REPORTING

- ✔ Become familiar with program software and ensure quality data input for overall agency. Develops course corrections and training to ensure quality reporting and data input.
- ✔ Participate as a core member of the grants database team to customize reports and provide data upon request.
- ✔ Maintain timetables for grant deliverables and monitor monthly progress toward goals both programmatically and fiscally to ensure on target for year end. Communicate progress with team.
- ✔ Support Director of Grants in identifying Willow's 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

- ✔ Assist the Director of Grants in identified strategic initiatives, including goal setting, resource procurement, and promoting Willow's mission.
- ✔ Maintain confidentiality and complete all job functions ethically and in a culturally competent and responsive manner.
- ✔ Attend and participate in pertinent meetings and training.
- ✔ Any other duties as may be assigned.

REQUIRED QUALIFICATIONS

- ✔ Bachelor's Degree required or an equivalent combination of education and experience.
 - ✔ Demonstrated work experiences in non-profit organizations preferred
 - ✔ Management and operational experience in a non-profit setting.
 - ✔ Adaptable and flexible.
 - ✔ Excellent project management skills with experience managing and supervising administrative projects.
 - ✔ Excellent organizational, communication, and interpersonal skills.
 - ✔ Ability to work independently and as part of a cross-functional team.
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- ✔ Ability to prioritize work, meet deadlines, work under pressure, and produce quality results on time with attention to detail.
- ✔ Proficient using computers with knowledge of Microsoft Suite (particularly Word, Excel, and Teams).
- ✔ Enjoy being part of and contributing to a team dedicated to creating a community free from domestic violence, where healthy relationships thrive.

ADDITIONAL INFORMATION

- ✔ Department: Administration
- ✔ Location: Strong Todd Building
- ✔ Reports to: Director of Grants
- ✔ Hours/Status: Full-time, Non-exempt
- ✔ Pay Range: \$24 - \$27 per hour, dependent on combination of education and experience.

Must be able to work evenings and weekends when necessary.

HOW TO APPLY

Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604 ◦Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.