

Job Title:	Grants Coordinator
Department:	Development
Reports To:	Grants Manager
FLSA Status:	Full Time/ Hourly / Non-Exempt
Salary	\$40,000-\$50,000 annually, commensurate with experience

Caritas of Austin Values

Respect

We believe in the inherent dignity of all people, and we celebrate every person’s uniqueness and contributions to our work.

Equity

We are committed to fairness and impartiality in the way we provide services and opportunities for service.

Commitment

We are resolute in our mission to build wellbeing and end homelessness for the people we serve.

Excellence

We have high standards for every aspect of our work, continuously raising the bar to provide the best experience and outcomes for everyone we serve.

Innovation

We are leaders in meeting the most pressing needs of the Austin community, continually learning and improving to affect positive change.

Position Summary

The Grants Coordinator, reporting directly to the Grants Manager, will be responsible for their part of the grants portfolio. The Grants Coordinator is responsible for administering key grants development and administrative functions such as researching opportunities, maintaining grants calendar of proposal and reporting due dates, database entry, Donor Stewardship, and Foundation Relations.

This position interacts with all Caritas of Austin departments as well as constituents. This full-time position requires extreme attention to detail, superb command of written language, efficient time management skills, strong interpersonal skills and the ability to multi-task, often in a fast-paced environment. Must accurately complete assignments and special projects, be willing to take on additional responsibilities, be adept at working with numbers, effectively communicate ideas, problem-solve, undertake challenges with enthusiasm and dedication, and work optimally under pressure and deadlines with moderate supervision.

Essential Duties & Responsibilities

GENERAL GRANTS DUTIES:

- Works under the supervision of the Grants Manager to identify service and program needs and develop an annual plan for submitting grant proposals from appropriate funding sources.
- Works with program staff to develop grant goals as well as reasonable outputs and outcomes.
- Compiles, writes, and edits grant applications, in coordination with appropriate Caritas staff and/or Grant Manager, exhibiting superior writing skills and a high-level command of grammar and spelling.
- Manages the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
- Tracks and maintains grant reporting requirements as part of the grant implementation process and maintains an internal calendar of all grant reporting deadlines across the agency in collaboration with appropriate Program Directors and Chief Financial Officer.
- Provides appropriate grant summary reports to Grant Manager, to be used by Executive Leadership
- Attends monthly Grant Team meetings.
- Develops and maintains effective working relationships with key funders and foundations.
- Tracks information on current and prospective funding sources, including funder guidelines, proposal and report deadlines and names of trustees, officers and key decision makers.
- Responsible for pre-award and post-award administration of federal, state, and private grants.
- Identifies, researches and develops federal, state and/or private grant funding sources and communicates those opportunities to appropriate leadership.
- Evaluates, and tracks federal, state, and local funding opportunities.
- Gather and maintain information on local, state and national trends and statistics related to Caritas' programs.
- Maintains and analyzes background data on current and prospective grantors from various information sources including in-house records, publications, directories, online databases and individuals.
- Completes grant files on all proposal submissions and outcomes.
- For proposals not funded, include reasons for denial and recommendations for future submissions.
- Ability to work on special projects at the discretion of the Grants Manager and/or Chief Development Officer. These projects may include but are not limited to working on agency special events.

DEVELOPMENT PLANNING:

- Provide updates monthly to Grants Manager.
- Focus on providing data updates during the year for each grant.

DONOR STEWARDSHIP:

- Partner with development staff to determine best strategies for effective stewardship of constituent groups. Collaborate with grant staff to ensure that stewardship of

appropriate groups are being implemented as planned, which includes the execution of the written stewardship plan and processes for tracking stewardship tasks and initiatives.

- Work with staff and volunteers responsible for stewardship activities with a focus on retaining and upgrading current donors and acquiring new. This includes, but is not limited to all segments of constituents including all grant funders.
- Keeps in contact with grant-making organizations during their review of a submitted grant application in order to supply additional supportive material.
- Compiles and completes all reports to private foundations, government agencies, (city, county, state and federal) corporations, organizations and the faith-based community.
- Participates in the process of supplying progress reports when required by a grant-making organization that has funded a project or program.

Qualifications

Education

- Bachelor's degree required, preferable in English, Business, Psychology, Social Work, or related field required.

Experience

- One to two years' experience in nonprofit sector preferred.
- Experience in database/CRM, donor stewardship preferred.
- Knowledge of fundraising principles and strategies preferred.

Additional Requirements

- A minimum of three writing samples (professional and/or academic)- please remove or redact any specific or confidential information, as needed.

Competencies

- **Job Knowledge/Technical Knowledge:** Demonstrates a sound working knowledge of current role and the technical systems, applications and equipment used in performing this role, and understands the impact this role has on other business functions within the organization.
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others.
- **Organization:** Uses time efficiently by prioritizing and planning work activities.
- **Integrity and Respect:** Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles.
- **Judgment:** Demonstrates ability to make independent and sound decisions in all situations.

- **Teamwork:** Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- **Quality:** Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed.
- **Accountability:** Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and in accordance with performance expectations.
- **Customer Service:** The ability to demonstrate a series of activities designed to enhance the level of customer satisfaction.
- **Interpersonal Communication:** Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation.
- **Manages Change:** Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- **Attention to Detail:** Follows detailed procedures to ensure accuracy in the entry and reporting of data.
- **Problem Solving:** Identifies and resolves issues timely by gathering and analyzing information skillfully.

Physical Demands

- Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow or slippery surface.
- Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner.
- Uses personal computer approximately 6-7 hours per day.
- Uses telephone and email to communicate with clients and other professionals, approximately 2-4 hours per day.
- Sits approximately 6-7 hours per day.
- Exerting up to 20 pounds of force occasionally to lift, carry, pull, or otherwise move objects.
- Bending, stooping and reaching several times through a shift.
- Must be able to see clearly with or without corrected vision.
- Ability to drive to and from client locations, this may involve sitting for extended periods of time.
- Manual dexterity sufficient to reach/handle items and work with the fingers.
- Close vision (clear vision at 20 inches or less); distance vision (clear vision at 20 feet or more); color vision (ability to identify and distinguish colors).

Work Environment

- Remote, with exception of in-person meetings, events, and other special exceptions

- Well-lighted, heated and/or air-conditioned indoor office setting intermittently as necessary with adequate ventilation.
- Moderate noise (examples: business office with computers and printers).

Work Hours/Schedule

- Regular – Normal work hours and days assigned based on a work week of 40 hours.

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