



GRANTS COORDINATOR

ROLE OPPORTUNITY

Working remotely from home, but preferably located in a Girlstart community in Texas, Bay Area, or Boston, the Grants Coordinator provides writing, reporting, and prospecting for grants, as well as generalist development support to the organization. Under the direction of the Chief Development Officer and the Grants Manager, the Grants Coordinator will have the opportunity to contribute to a grants portfolio of nearly \$2M from corporations, foundations and other agencies. Girlstart is looking for an experienced grants professional to help the organization to make STEM engagement a reality for even more girls.

ORGANIZATION PROFILE

Girlstart has a 20+ year nonprofit history of engaging girls in STEM through hands-on programs, including after school, week-long summer camps, community STEM programs, and an annual girls conference. Girlstart currently has 84 after school programs across 3 states (CA, MA, TX) in 24 cities. Over the past three years, Girlstart started serving girls in other communities, including the Bay Area and Boston. The organization hosts week-long day camps in California, Illinois, Massachusetts, Missouri, Texas, and Washington.

POSITION RESPONSIBILITIES:

- Serve as a member of the development/engagement team, including participation and collaboration in overall fundraising planning and execution.
- Work in conjunction with Grants Manager to ensure high-quality and timely submission of grant proposals and reports, including ownership of writing and reporting for a selected portfolio of grants.
- Conduct prospect and vetting research to find additional appropriate funding sources.
- Communicate with grantmaking professionals to build relationships and position Girlstart as a nonprofit of choice

POSITION QUALIFICATIONS:

- Bachelor's degree from an accredited institution of higher education or relevant professional experience
- 2+ years of experience in nonprofit fundraising with a thorough knowledge of fundraising principles and major gifts management
- Demonstrated ability to personally secure grants
- Experience working with foundations, government agencies, and other grantmaking organizations



- Experience with education, STEM, girl serving or similar organizations preferred
- Strong communication and interpersonal skills, ability to cultivate relationships
- Experience working with Salesforce or comparable donor database
- Proficiency in organizing and prioritizing tasks strategically in a fast-paced, virtual environment
- Location in a Girlstart community preferred by not required

SALARY: \$45k minimum

BENEFITS:

- Health, Dental and Vision Insurance (100% Employer Paid for Employee)
- Short/Long Term Disability Insurance (100% Employer Paid for Employee), Life Insurance (\$25k policy)
- Paid Time Off (24 days a year) and Paid Holidays
- 401(k) – 3% Match and Fully Vested
- Paid Maternity & Paternity Leave
- Mobile Phone & Wellness Reimbursement
- Flexible Work Environment

FOR CONSIDERATION:

Please complete the application at <https://bit.ly/GirlstartGrantCoordinator>.