Job Title: Grants Coordinator

Job Code: 10517

JOB SUMMARY

The Grants Coordinator develops grants applications and provides technical expertise.

MAJOR DUTIES

Researches federal or state guidelines to determine requirements and timeline;
Develops grants applications;
Identifies agencies and community organizations relevant to grant projects;
Develops grant budget based on program proposal, grant guidelines and budget requirements;
Maintains files containing information (e.g., grant applications, budget amendments, audit reports);
Provides technical expertise, information and problem resolution for grant related activities;
Administers and monitors all grant projects/contracts.

COMPETENCIES

Written and oral communication skills
Decision making and problem solving skills
Skill in the operation of computers and job related software programs
Skill in interpersonal relations and in dealing with the public
Ability to work independently with minimal supervision

MINIMUM QUALIFICATIONS

A bachelor’s degree *and* Two (2) years of related work experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.