

Grants Assistant

QUALIFICATIONS

1. Ability to research, develop, and write grant proposals, as well as execute required reports for funded proposals
2. General knowledge of service territory and ability to use this knowledge in grant writing and reporting
3. Proficient with computer programs including Microsoft Word and Excel
4. Understanding of grant writing concepts
5. Be highly organized with keen attention to detail in order to maintain compliance with all funding
6. Professional attitude and manner
7. Ability to relate well to people
8. Verbal and communication skills, emotional maturity, good judgment, integrity, flexibility, resourcefulness and enthusiasm.
9. Commitment to the mission of Big Brothers Big Sisters

EDUCATION

Degree not required. Must have experience in Marketing, Journalism, Business or related field OR demonstrated success working with grants.

POSITION RESPONSIBILITIES

1. Work with the Executive Director to plan yearly grant calendar
2. Research, develop, and write all grant and United Way funding requests
3. Work with the Accounting Manager to develop budgets for all requests
4. Submit all required grant and United Way requests and reports by deadlines, as indicated in the agreements
5. Work with the Chief Program Officer and program staff to ensure that staff is aware of grant/United Way requirements, as listed in the agreements
6. Work with Chief Program Officer and program staff to create, maintain and evaluate internal data collection processes
7. Prepare monthly Agency program statistics in a timely fashion
8. Help create, maintain and evaluate internal data collection processes
9. Communicate with manager concerning the status of all potential funding proposals, reporting and correspondence with funders
10. Maintain a relationship with Foundations, United Ways and other funders and attend any meetings as appropriate
11. Perform other duties as required by agency management

SUPERVISION:

1. Reports to the Executive Director
2. 60 Day Review and Annual Reviews