

Grants and Reporting Assistant

To expand our capacity in grant writing, our Special Projects/Grants Manager seeks a detailed, creative individual to aid in constructing a living grant calendar that incorporates new funding opportunities and narratives about the Agency and to assist in the timely reporting to funders.

QUALIFICATIONS

1. Ability to research, develop, and write preliminary grant proposal drafts, 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 and reporting 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

High School Diploma required. Associates Degree or Bachelor's Degree in related field preferred. Prefer experience with administration, marketing, business, journalism, or related field OR demonstrated success working with grants and reports.

POSITION RESPONSIBILITIES

1. Work with the Special Projects/Grants Manager and CEO to plan and make additions to the yearly grant calendar.
2. Research new opportunities, assist with research, develop, and write preliminary grant funding requests.
3. Work with the Finance Director to develop budgets for requests.
4. Submit required grant requests and reports by deadlines, as indicated in the agreements.
5. Work with Data Assistant and program staff for internal data collection processes.
6. Manage data and reporting for annual reports/data collection for applications 1 month out.
7. Help create, maintain, and evaluate internal data collection processes.
8. Communicate with Special Projects/Grants Manager concerning the status of all potential funding proposals, reporting and correspondence with funders.
9. Attend meetings with funders as appropriate.
10. Provide content to the Marketing team needed to produce social media posts and press releases regarding grants announcement.
11. Manage SCAN reporting and billing.
12. Manage and coordinate match stories.
13. Perform other duties as required by agency management.

SUPERVISION:

1. Reports to the Special Projects/Grants Manager
2. 90 Day Review and Annual Reviews