

JOB DESCRIPTION-GRANTS/CONTRACTS COORDINATOR

DEPARTMENT: DEVELOPMENT DEPARTMENT

REPORTS TO: Program Director

SALARY AND BENEFITS

- Current FTE: 0.75-0.85 (30-34 hours/week)
- Starting wage \$13.50-\$15.00 DOE
- Retirement benefits, paid holidays, vacation time, and discretionary leave prorated to FTE
- Health insurance (medical, dental, vision) avail. to employees working .75 FTE & above
- This position is non-exempt, i.e. subject to state and federal wage and overtime requirements.

THE POSITION

The Grants and Contracts Coordinator manages all aspects of researching, writing and receiving public and private grants and contracts that fund the work of HIV Alliance. The Coordinator will build and maintain positive relationships with organizations and agencies that provide those funds. The Grants/Contracts Coordinator is responsible for researching foundations and federal grants. The Coordinator will be the team leader who works with program managers to develop, submit grants/contracts, complete grant reports and to research collaborative and federal opportunities. The Coordinator will assist in other technical writing as appropriate, including applying for corporate sponsorships.

RESPONSIBILITIES

- Research and present potential funding opportunities
- Collaborate with Program Director and program managers to select and prioritize grant applications
- Assist program managers in defining and describing projects, timelines, and evaluation methods for proposals
- Build and maintain positive relationships with grant funders
- Coordinate, submit, and track all potential grants
- Meet annual goals for the number of grants written and the amount rewarded
- Complete timely reports for grant awards
- Coordinate, submit and track corporate sponsorship applications

QUALIFICATIONS

- Proven record of successful grant writing experience
- Computer Skills: Microsoft Word, Excel (spreadsheet), Access Database. Email skills.
- Record-Keeping and Filing
- Multi-Tasking
- Detail Management and Troubleshooting
- Enthusiasm & Creativity
- Excellent writing skills in the area of grants, fundraising, and general communications
- Experience and ability to work Microsoft Word, Excel, and Access
- Research skills and knowledge regarding grants and contracts
- Ability to efficiently collaborate closely with staff and volunteers
- Ability to stay abreast of current statistics and trends in relation to grant writing and current events
- Team player who is self-motivated and enthusiastic
- TB test (provided by agency)
- Flexible hours required, including some evenings and weekends
- Ability to pass agency criminal background check
- Valid Oregon driver's license, driving record sufficient to be covered by agency auto insurance policy, ability to transport self to job-related events and locations