



Grant Support Specialist

Temporary

Job Purpose

To support the Foundation's Grants functions. The SBCC Foundation submits an average of 25-30 grant and award applications each year. This position provides specialized, technical assistance and high-level support in identifying funding opportunities and in preparing and processing applications and reports for foundation, corporate, local, state, and federal grants.

Responsibilities

- Facilitate the preparation, development, and submission of grant applications and grant reports.
- Research information and compile data from internal and external sources for use in applications and proposal narratives.
- Write Letters of Support and develop Needs Statements and other components for grant applications.
- Ensure conformance with grant submission guidelines and requirements; familiarity and comfort with grant application portals (Grants.gov Workspace, Fluxx, Submittable, etc.) is a plus.
- Utilize and Maintain grant portal credentials.
- Coordinate and implement assigned grant calendar and track project timelines.
- Participate in pre- and post-award grant development meetings
- Attend scheduled meetings with the Foundation CPO, as needed.
- Perform administrative duties, including technical formatting, writing, and digital filing of grant documents.
- Perform other duties as assigned.

This job description does not list all the duties of the position. Other duties, as assigned or deemed necessary by management, may be required. The Foundation reserves the right to revise this job description at any time. This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. The job description does not constitute a contract for employment, and does not guarantee employment for any specified period of time. The job description does not in any way alter the at-will employment relationship.

Education and Capabilities

- Associate's or Bachelor's degree required; Master's preferred.
- 3-5 years' experience writing or managing grant applications and/or grant-funded programs.
- A creative, solutions-oriented approach to problem solving.
- Understanding of confidentiality and privacy related to donors, funders, and proprietary information.

Knowledge, Skills, Experience, and Requirements

- Experience managing complex written projects; grant-specific projects preferred.
- Grant development skills including prospect research, data gathering and interpretation, development of goals and objectives, and multifaceted project design.
- Exceptional analytical, verbal, and written communication skills.
- Excellent planning and organizational skills, including the ability to anticipate tasks, take initiative, set priorities, and meet deadlines.

- Familiarity with word processing, pdf, database, and spreadsheet software; advanced level of proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Pro.
- Proficiency in Gmail and Google Suite.
- Ability to follow oral and written direction.
- Ability to interact courteously and respectfully with colleagues and funders.
- Ability to exercise safe work habits.
- Knowledge of laws, regulations, policies, and procedures required to perform the duties of this position.
- Ability to use office equipment including telephone, copier, calculator, computer, and others, as required.

To Apply

Send a cover letter and resume to morris@sbccfoundation.org

<https://www.sbccfoundation.org/grant-support-specialist-position/>

No phone calls, please.

Open until filled.

References will be required at a later date.