

EID: _____ Employee: _____

Lutheran Social Services of the Southwest Job Description

Grants Coordinator

Exempt: Yes

Reports to: Grants and Evaluation Manager

Program: Administration

Location: Phoenix or Tucson, Arizona

Base Wage: \$45,000-\$50,000

Department: Administration

Date Reviewed: May 2021

Supervises: N/A

GENERAL DESCRIPTION:

The Grants Coordinator researches, prepares, and submits grants, contracts, licensing and cooperative agreements; coordinates programmatic data collection and assists with evaluation and compliance measures. Responsibilities include identifying LSS-SW programs and services for potential funding, researching, and selecting foundations or agencies with an interest in LSS-SW’s mission and programs and building relationships with foundation and government staff.

Essential Duties and Responsibilities include the following:

WEIGHT	DESCRIPTION
	<ol style="list-style-type: none"> 1. Conduct all activities with a commitment to the organization’s mission and strategic plan; focus efforts to inspire a client-centered approach to quality service delivery and operational excellence; uphold all policies and procedures. 2. Maintain proficient knowledge of the organization’s history and programs. 3. Assist with the execution of the Development Department's fundraising strategy.
25	<p>Grants</p> <ol style="list-style-type: none"> 1. Identify LSS-SW programs and services for potential funding. 2. Research funding opportunities from government sources, public and private foundations, and corporate foundations. 3. Maintain grants calendar and plan for funding. 4. Write, submit, and manage proposals. 5. Assist with budgets and prepare and submit reports to funding organizations. 6. Maintain funding related files and ensure terms and conditions of funding are satisfied.
25	<p>Community Engagement</p> <ol style="list-style-type: none"> 1. Develop and maintain relationships with funding partners and congregations; attend funding meetings and community events. 2. Participate with the Fund Development staff in the introduction of individuals to the organization and cultivation efforts, including “Come and See” events, sharing of success stories and communicating the needs of the programs. 3. Ensure that external communications including marketing materials, messages, correspondence, and other materials are consistent and follow branding guidelines. 4. Participate in the Association of Fundraising Professionals
25	<p>Evaluation, Impact and Measurement System</p> <ol style="list-style-type: none"> 1. Work with program staff to develop key performance indicators. Participate in the identification of areas of impact and the development of a comprehensive strategy for measuring the impact of services. 2. Coordinates internal data collection and assists with evaluation and compliance

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	<p>measures.</p> <ol style="list-style-type: none"> 3. Work with Program staff and the Executive Team to effectively communicate results both internally and externally. Create systems for using data to provide ongoing feedback and support for the improvement of program practices. 4. Produce publications, presentations and research resources designed to inform stakeholders and policy makers.
25	<p>Training</p> <ol style="list-style-type: none"> 1. Develop and provide training, tools and resources for staff on compliance, regulations and policies and procedures. 2. Develop, implement, and train staff in the proper application of data collection, evaluation, management, and programmatic reporting policies. Monitor the application of these procedures.
	All other duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Clear a criminal background and motor vehicle screening;
2. Clear the Department of Economic Security, Central Registry Background Check
3. Provide a current Level One Fingerprint Clearance Card.
4. Maintain a valid AZ driver license, proof auto insurance, a clear driving record and reliable transportation throughout the duration of employment.

EDUCATION and/or EXPERIENCE:

1. Bachelor's degree in creative writing, social work, social sciences, or related field preferred.
2. 2+ years of grant writing experience.
3. Passion for, and demonstrated commitment to, improving the lives of vulnerable people and sensitivity to the needs of diverse populations.
4. A combination of education and recent and relevant grant writing experience may be considered.

LANGUAGE SKILLS:

1. Excellent oral and written communication skills.
2. Ability to read, analyze and interpret financial reports and other documents common to administrative and programmatic functions.
3. Ability to listen and perceive need, working with people from diverse backgrounds non-judgmentally.
4. Ability to effectively present and represent LSS-SW and the program's needs to religious and community groups as well as others in the social services community.

MATHEMATICAL SKILLS:

1. Strong financial and record keeping skills.
2. Ability to calculate figures and amounts such as discounts, interest, commission, proportions and percentages.

OTHER SKILLS AND ABILITIES:

1. Exceptional project management, prioritization, and planning skills, with demonstrated success producing high-quality deliverables on time and within budget.

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2. Strong interpersonal skills and ability to work effectively in a team.
3. Excellent strategic thinking skills, with the ability to operationalize concepts and transform ideas into action as well as apply research findings to ongoing program development.
4. Proficient in MS office products including Word, Excel and PowerPoint. Knowledge of database creation is a plus.
5. Ability to appropriately handle confidential and sensitive information and situations.
6. Can handle multiple-task responsibilities and constant interruptions.
7. Dependable, responsible, and professional. Self-starter. Strong work ethic. Resourceful and able to take initiative in a changing workplace environment.

REASONING ABILITY:

1. Ability to define problems, collect data, evaluate information, draw conclusions, and take appropriate action based on this information.
2. Ability and confidence to make decisions when appropriate and when to solicit guidance.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands and work environment characteristics here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may be required to sit for long periods of time. The employee frequently is required to use hands to hold objects, and is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.
2. The employee may be required to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
3. The noise level in the work environment is usually quiet.
4. Maintain reliable transportation.
5. Ability to work within the mission of LSS-SW.

I have read and understand this document. I have had an opportunity to discuss this document with my supervisor.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date