

## Grant Administrator



**Organization Description:** Support The Enlisted Project (STEP) is a non-profit 501(c) (3) organization, with the mission of providing emergency financial and transition assistance to active duty and recently discharged enlisted military and their families. STEP is headquartered in San Diego, CA with a additional offices in Santa Ana, CA and Tacoma, WA. This position is in San Diego, CA.

**Reports to:** Director of Philanthropy

**Status:** Full-time, non-exempt

**Position Overview:** Under the direction Director of Philanthropy, this position serves as our voice in researching, writing, documenting, and delivering grants and reports for foundation support.

**Position Responsibilities** - Essential responsibilities include but are not limited to the following:

### **Grant Research: 20%**

- Develop and manage annual grant pipeline of \$3 million +
- Research and qualify local, regional, and national funders
- Work with, support, and train volunteers who help with grant research

### **Grant Writing: 50%**

- Draft LOIs, grants, and reports for review
- Submit all grant information and reports to funders in timely manner
- Draft for review all follow-ups and thank you letters
- Develop relationships with grantors
- Work with, support, and train volunteers who help with grant writing

### **Administration: 30%**

- Prepare necessary documents for submission
- Keep attachment documents up-to-date in CRM and hard files
- Enter all relevant grant information and attachments into database
- Schedule and execute 6-month follow-ups with grantors and facilitate site visits
- When denied funding, follow up for feedback and place in grantor file
- Non-grant specific tasks:
  - Review and contribute to printed materials, such as monthly newsletters, annual reports, mailings, etc.
  - Submit award nominations on behalf of the agency and/or staff
  - Provide weekly updates to Director of Philanthropy and comprehensive report monthly

### **Qualifications:**

- 2-3 years of previous grant writing and pipeline management
- Bachelor's Degree in Journalism, Communications, English or related fields
- Excellent written and verbal skills
- Proactive self-starter
- Passion for non-profit work
- Prior grant administration experience a bonus

Salary starting at \$20 an hour.

Resume and cover letter accepted through Indeed.com at: [Grants Administrator](#)