

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Grant Coordinator**

**Reports to: Grants and Communications Manager**

**Education Requirement: Bachelor's degree in Business, Social Science or equivalent area**

**Experience Requirement: Minimum of 3 years in profit or non-profit work environment with writing, data analysis and reporting experience**

---

## **Job Summary:**

The Grant Coordinator is primarily responsible for securing and managing private and public grant funding to meet Families Forward's annual budget and contributing to the agency's overall communications efforts, including newsletters and other external communication vehicles. As a member of the Fund Development Team, the Grant Coordinator shares responsibility for understanding, communicating and positioning of the overall performance measures for the agency's services and achievements.

## **Essential Job Duties:**

### **Grants Management (85% of time spent):**

- Develop timeline and strategy to secure grant funding for all programs, with input from CEO, Controller and Director of Programs.
- Research potential grantors, using online databases.
- Initiate and maintain productive, positive relationships with potential grantors and grantor partnerships.
- Research, write and submit grant proposals, meeting all grant submission deadlines.
- Ensure all follow-up reports are submitted to grantors as required
- Work directly with Grant Compliance Manager to anticipate and define reporting needs across the organization for external reporting and internal performance measures.
- Develop all background materials needed for grant submissions including county statistics on families, poverty, homelessness and housing as well as budget, financial reports, sources of funding information.
- Develop annual grant budget, track grant performance and forecast grant income on a fiscal year basis.
- Report grant funding status to the Fund Development Committee of the Board and Management Team.

### **Marketing and Communications Programs (10% of time spent):**

- Participate in the development and implementation of marketing strategies for the agency to increase awareness and engagement.
- Identify ongoing collateral needs and contribute to their creation.
- As assigned, coordinate the writing and production of brochures, newsletters, annual report, web updates, invitations, special event programs and other constituency communications.
- Assist the Communications team with social media and public relations outreach including writing press releases and social media posts.

### **Other Duties as Assigned (5% of time spent):**

- Attend all staff and fund development meetings.
- Assist with other special projects as assigned.

### **Additional Qualifications:**

- Maintain valid California Driver License and State Mandated Auto Insurance.

Please send your resume to Elizabeth Childs, Director of HR, [echilds@families-forward.org](mailto:echilds@families-forward.org). No phone calls please.