

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Grant Coordinator – Foundation Focus**

**Reports to: Grants and Communication Manager**

**Education Requirement: Bachelor's degree in a Social Science or equivalent area with extensive writing capabilities**

**Experience Requirement: Minimum of 2 years in profit or non-profit work environment**

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## **Job Summary:**

The Grant Coordinator is primarily responsible for securing and managing private and corporate 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 (90% of time spent):**

- Develop timeline and strategy to secure grant funding for all programs, with input from CEO, Controller and Director of Programs.
- 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 Data and Compliance Team to anticipate and define reporting needs across the organization for external reporting and internal performance measures.
- Work with Grant Coordinator (Government Focus) to 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.
- Assist in the development of annual grant budget, track grant performance and forecast grant income on a fiscal year basis.
- Report grant funding status to the Fund Development and Management Teams.
- Attend internal and external meetings related to funding opportunities.
- Research potential grantors, using online databases.

### **Other Duties as Assigned (10% of time spent):**

- Assist in the writing and production of brochures, newsletters, annual report, web updates, invitations, special event programs and other constituency communications.
- 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 submit your resume to Elizabeth Childs, Director of HR, at [echilds@families-forward.org](mailto:echilds@families-forward.org). No phone calls please.