

Title: Grant Coordinator

Reports to: Chief Executive Officer (CEO)

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Develop and implement a grant plan to achieve monthly and yearly goals
- Cultivate and nurture successful and productive relationships with current and potential community foundations, family foundations, corporate foundations, and government agencies
- Write compelling grant proposals and bids to community foundations, family foundations, corporate foundations, and government funders
- Develops and maintains master file on grants
- Tracks and completes reporting needs for grants
- Researches foundations to seek support from
- Accurately monitor progress and produce quality reports for internal and external parties when required
- Prepared detailed monthly reports for CEO
- Creates acknowledgements and receipts on a timely basis
- Responds to grantor inquiries
- Expand the HoPe network through the development of new and beneficial relationships
- Contribute to the HoPe communications strategy (in relationship to grants) as required
- Maintain organized and efficient records of all activities and contacts
- Collaborate with Chapter Fundraising Coordinator regarding chapter needs
- Partake in bi-weekly meetings with Chief Executive Officer (CEO)

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Grant Proposal Development, Grant Research, Relationship Building, and/or Finance/Accounting
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and social media platforms (Facebook, Twitter, YouTube, etc.) required.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values



Time Commitment:

- 8-10 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*