



GRANTS & DATA ADMINISTRATOR (Full-Time)

STATUS: Salary (full-time exempt) - flexible schedule - opportunity to work mostly (90% or more) from home, if desired

PAY RATE: starting between \$35,000 and \$50,000, **strongly** dependent on experience **PTO:** PTO, benefits offered, 401K matching

REPORTS TO: Resource Development (RD) Director

BEGINS: as soon as November 28th, 2022 - flexible

JOB DESCRIPTION:

This position assists the Resource Development Director with management of grants for the Club (roughly 20 hours a week). This position also helps track and manage donor data (roughly 20 hours a week). Works in conjunction with the Resource Development Director and Executive Director to ensure the smooth business operations of the grants division of the Boys & Girls Clubs of Bloomington.

RESPONSIBILITIES:

- Half of the time will be spent in this position on grants.
 - The Grants Administrator is responsible for the oversight of all grants for the organization.
 - Manage the grants calendar ensuring all important dates are on the calendar and all deadlines are met.
 - Assist and actively manage all aspects of the grant application process:
 - prepare and submit all required Letters of Intent (LOA's), if needed
 - prepare and submit grant applications, including gathering all supporting documentation needed for each application
 - proofread and copy edit final application narrative
 - submit applications by due dates
 - Assist with and actively manage all aspects of the grant reporting process:
 - Communicate with the Director of Operations and Program Staff about program and reporting requirements.
 - Work with the Director of Operations and Program Staff to ensure that all program outcomes and benchmarks are being tracked as required for each grant per the grant agreements.
 - Work with the Bookkeeper, Director of Operations and Program Staff to ensure that all purchases and expenses related to grant funding is being tracked appropriately.
 - prepare and submit all required grant reports, including gathering all supporting documentation needed for each report
 - proofread and copy edit final reports

- submit grant reports by due dates
 - o Communicate directly with funders in person and in other ways to discuss grants and reports.
 - o Work with the Resource Development Director and Donor Relations Director to thank grant funders and foster positive relationships with them.
 - o Pull research to assist the RD Director and the Executive Director to write grants and research new grants.
 - o This position will copy edit and contribute to the writing of grants, but there is minimal grant writing in this position. The most significant portion of grant writing is done by the RD Director.
- Half of the time will be spent in this position on donor data.
 - o Maintain donor records including:
 - assisting the Accounting Director with processing donations including checks, ACH's, and on-line credit card transactions;
 - update donor files in Bloomerang system;
 - produce mail/email acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind;
 - execute queries from the database to fulfill mailing requests and Resource Development Department data reports including donor records, files, statistics, donor campaigns, and other Development areas; and,
 - provide customer service to donors including contacting them via phone and/or email when their credit cards expire, to clarify pledges, to follow-up on pledges in arrears, to respond to requests from donors for information about their gifts, etc.
 - o Communicate directly with donors in person and in other ways on a regular basis.
 - o Work with the Resource Development Director and Donor Relations Director to thank donors and foster positive relationships with them.
 - o Pull research to assist the RD Director and the Executive Director to improve donor retention rates and satisfaction.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Strict attention to details in all tasks, **required.**
- Exceptional organizational and prioritization skills, **required.**
- Experience with word-processing, spreadsheets, and databases, **required.** •
- High level of communication skills, **required.**
- Excellent writing and copy-editing skills, **strongly preferred.**
- A proven record of working cooperatively and flexibly as part of a team, including working closely with a direct supervisor.
- Works well in a results driven environment, meets deadlines, and tracks activities. •
- A high level of integrity and honesty as there will be work with sensitive data. •
- Ability to multitask, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

DISCLAIMER: *The information presented indicates the general nature and level of work expected*

of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

INTERESTED? Please contact Leslie Abshier, Resource Development Director, at labshier@bgcbloomington.org or 812-332-5311 ext: 213 for more details. To apply, please send a cover letter and resume by email to the Club's HR Director, Mel Miller, at mmiller@bgcbloomington.org or by mail to Boys & Girls Clubs of Bloomington, Attn: Mel Miller, P.O. Box 1716, Bloomington, IN 47402.