

GRANTS ADMINISTRATOR (Part-Time)

STATUS: Non-Exempt - Hourly – Part Time - 20 hours per week - flexible schedule - opportunity to work mostly (90% or more) from home, if desired

PAY RATE: between \$15 and \$25 an hour depending on experience

PTO: all unpaid time off as requested by the employee

REPORTS TO: Resource Development (RD) Director

BEGINS: Flexible

JOB DESCRIPTION:

This position assists the Resource Development Director with management of grants for the Club. 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:

- All time will be spent in this position on grants.
 - The Grants Coordinator 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
 - 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.

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 multi-task, 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.