



## JOB DESCRIPTION

**POSITION TITLE:** Grants Coordinator

**EXEMPTION STATUS:** Non-Exempt

**JOB RELATIONSHIPS:**

Reports to: Director of Development/Executive Director  
Supervised by: Director of Development  
Supervises: Not Applicable  
Interrelationships: Executive Director, Directors, Accountant, Outcomes Specialist, Development Department, Alliance For Children staff. Donors and supporters of Alliance For Children.

**Summary:**

The Grants Coordinator will directly support the fundraising efforts of Alliance For Children through foundational and community support in the form of grants. This position will research, write, submit, and support funding through the avenue of grant applications and affiliated projects and materials. The Grants Coordinator will work cohesively with staff and partners to clearly communicate both the efforts and needs of Alliance For Children to the community.

**Job Duties/Essential Functions:**

- Identify needs of Alliance For Children programs and direct monetary fits to secure funding.
- Research, write and submit private grants in support of funding for programs, general operations, and other identified areas to meet Alliance For Children's fundraising budget.
- Coordinate and maintain the grants calendar, grant communication and support forms, and required documentation in an organized fashion.
- Work cohesively with the Finance Department and Outcomes Specialist to obtain necessary information for supporting documents.
- Provide all follow-up reports to funders as well as work alongside Development Specialist to ensure the generating of timely thank you letters.
- Document all requests, supporting documents, and actions in appropriate constituent records in Raiser's Edge.
- Work alongside the Finance Department and Outcomes Specialist to ensure that funding is being spent and tracked appropriately to grant guidelines.
- Communicate needs, report information and timeline of funding to program directors and staff.
- Maintain e-filing of appropriate grant documents, including grant proposals, progress reports, communication forms, signed agreements, checks, etc.

- Investigate new avenues of potential funding.
- Assist Director of Development with foundation and corporate stewardship actions alerts, needs, and relationships as need be.
- Serve as back-up for Raiser's Edge and data entry as well as contribution processing from gift entry to batches/confirmations to accounting uploads.
- Assist with drafting wording for development promotional, donor recognition, and other development materials.
- Help facilitate fundraising events alongside Development team members.
- Additional duties as requested.

**Knowledge/Skills/Abilities:**

- High school education required; Bachelor's Degree preferred.
- Prior experience as a grant writer preferred.
- Strong written and verbal communication skills, articulate, excellent proof reading skills.
- Organized, detail-oriented, efficient, and successful at meeting multiple deadlines.
- Excellent professional and interpersonal skills both in person and by phone.
- Proficient using the latest versions of Microsoft Word, Excel, email, and web searches.
- Ability to prioritize, plan and execute projects to meet high standards and all deadlines.
- Must be an enthusiastic and dedicated team player with a strong work ethic, and be willing to work occasional evenings and weekends.
- Knowledge of a Children's Advocacy Center a plus.
- Raiser's Edge and Greater Giving database experience a plus.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 25 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

**Mission:**

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.