

**FAMILY ELDERCARE**  
**Grants Coordinator**  
**Job Description**



Job title: Grants Coordinator	Reports to: Grants and Development Manager
Program: Development	Work Location: Rutherford Location
Position Status–Full Time FLSA Classification–Exempt	Salary Range: \$54,752-\$69,803

**SUMMARY**

The Grants Coordinator will be responsible for identifying grant opportunities, developing grant proposals, and managing the grant application process from start to finish. This role requires strong writing skills, attention to detail, and the ability to effectively communicate our organization's mission and programs to potential funders.

**Essential Duties and Responsibilities:**

- **Grant Research and Identification:**
  - Conduct research to identify potential grant opportunities that align with the organization's mission and programs.
  - Monitor grant databases, government agencies, foundations, and other sources for new funding opportunities.
  - Evaluate eligibility criteria, deadlines, and requirements for each grant opportunity.
- **Proposal Development:**
  - Work closely with program managers, finance staff, and other stakeholders to develop grant proposals and budgets.
  - Write compelling grant narratives, ensuring alignment with funder priorities and guidelines.
  - Compile necessary documentation, attachments, and supporting materials for grant submissions.
  - Respond to requests for proposals (RFP).
- **Grant Management:**
  - Maintain a comprehensive grants calendar to track deadlines, reporting requirements, and deliverables.
  - Facilitate grant agreement negotiations and ensure compliance with grant terms and conditions.
  - Coordinate with program staff to collect data, monitor progress, and prepare grant reports as per funder requirements.
- **Relationship Management:**
  - Cultivate and maintain positive relationships with funding agencies, donors, and partners.
  - Serve as the primary point of contact for grant-related inquiries and communications.
  - Collaborate with development and communications teams to acknowledge funders and promote grant-funded initiatives.

- **Compliance and Monitoring:**
  - Ensure compliance with grant guidelines, requirements, and deadlines.
  - Collaborate with program managers, project teams, as well as the Finance Department and Data Governance Committee, to ensure implementation of funded projects.
  - Stay updated on regulations, policies, and best practices related to grant management and compliance. Conduct regular reviews of grant expenditures and activities to ensure alignment with budgetary and programmatic goals.
  - Work with appropriate staff to address any compliance issues or discrepancies in a timely and efficient manner
- **Other Duties as Assigned**

**Competencies:**

- Strong written and verbal communication skills, with the ability to articulate complex ideas clearly, concisely, and persuasively.
- Excellent organizational skills and very high attention to detail, with the ability to manage multiple deadlines and priorities effectively and on time.
- Exceptional research and analytical skills, with the ability to gather and synthesize information from various sources
- Proficiency in using Microsoft Office Suite, Instrumental grant management software, and online research tools.
- Knowledge of grant funding sources, proposal writing techniques, budget development, and grant application processes.
- Ability to work independently and collaboratively in a fast-paced environment, demonstrating flexibility and adaptability.
- Strong interpersonal skills, with the ability to build relationships and collaborate with internal and external stakeholders.
- Familiarity with nonprofit organizations and their operations.

**Education and/or Work Experience Requirements:**

- Bachelor's degree in English, Communications, Nonprofit Management, or related field.
- Proven experience in grant writing, with a track record of successful grant applications and securing grant funding.
- Excellent research and analytical skills, with the ability to gather and synthesize information from diverse sources.
- 3-5 years of experience in grant writing.

**Working Conditions/Physical Requirements:**

- Work duties occur both in an office and remote.
- A significant amount of time is spent on the computer and sitting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_