



Job Description

Job Title:	Grants Program Associate
Department:	Operations and Finance
Reports To:	Grants Program Manager
FLSA Status:	Exempt
Reviewed By:	Axiom HRS
Updated Date:	8/19
Approved By:	President/Executive Director
Approved Date:	8/19

JOB SUMMARY: The Grants Program Associate works with the Grants Program Manager to create robust, relevant, and adequate private foundation and public grant revenue opportunities are prospected, cultivated, solicited and stewarded to fulfill and sustain the mission of Coburn Place. The Associate represents the core values and mission of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Meets grant revenue and attains annual goals based upon organizational budget and provides monthly metric reports to Pres/ED and VP of Operations & Finance.
2. Researches and prospects solid and aligned grant leads for current and future support.
3. Ensures grant awards are received, processed through AR, tracked through Bloomerang and acknowledgement letters are sent. Works with Communications team to publicly recognize awarded grants and funders through communication methods.
4. Writes proposals and narratives and prepares grant proposals, with relevant staff's input and participation in establishing grant outcomes and activities, as assigned.
5. Submits grant proposals, after final approval by VP of Operations & Finance and/or Pres/ED, accurately and according to funder guidelines and deadlines.
6. Updates and monitors grant calendar, submission, claiming, and reporting dates.
7. Maintains grant contracts, reports and correspondence, and manages report performance measures for relevant grant compliance.
8. Ensures awarded grant proposals are communicated to appropriate program, operations, and financial management team and amounts are placed in receivables.
9. Executes grant contracts by obtaining appropriate signatures and communicating required outcomes and data collecting metrics to appropriate staff and/or contractors.
10. Executes and maintains grant reimbursement and claims according to grant guidelines and timelines. Places claimed amount in receivables.
11. Ensures proper and timely tracking of grant budgets' allowable/related expenses, including but not limited to, HUD, ESG, ICJI-administered, OVW and others. Works with VP of Mission Impact and Office Manager to ensure proper tracking of any DVHF Flex Funds direct assistance, regardless of grant/funding source.
12. Prepares, with appropriate staff, program statistics and grant performance reports and correspondence. Evaluates performance measures to ensure proper reporting.



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13. Works with team to analyze and interpret programming data for the grant writing and reporting processes. Works with Evaluation & Outcomes Manager if course correction is needed.
14. Identifies opportunities for volunteer, in-kind and financial resources and communicates these prospects to the Development Dept and/or Executive Director.
15. Actively engages program volunteers by providing adequate supervision and job-related training. Maintains knowledge and awareness of volunteer policies and procedures.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of Coburn Place. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

COMPETENCIES:

Organization-related Competencies – To perform this job successfully, all employees of Coburn Place should demonstrate the following competencies;

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of Coburn Place above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports Coburn Place's goals and values; Benefits Coburn Place through outside activities; Supports affirmative action and respects diversity.

Oral/Written Communication – Speaks clearly and persuasively in positive or negative situations; Lists and gets clarification; Responds well to questions; Demonstrates group presentation skills and participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, employees should demonstrate the following competencies;

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.



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Adaptability - Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Grants Management, Philanthropic Studies, Public Affairs, Finance, Accounting or other related field; and two year's related experience and/or training; or equivalent combination of education and experience is required. Previous grant writing, management, and claim processing is required. Excellent writing skills are required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Indiana driver's license and a satisfactory MVR is required for this position. A clear DCS history, and clear criminal and sex offender background checks is required. E-Verify is required.

OTHER SKILLS AND ABILITIES: Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Adobe, and database management (such as Donor Perfect, Volgistics, Raiser's Edge, etc). Ability to operate a printer, copy machine, fax, scanner and other office equipment is desired. Ability to type is required. Incumbent must have the ability to adapt and conform to shifting priorities and demands and execute accordingly. Paying close attention to detail is essential. Proven ability to work effectively under deadlines and competing time lines is essential.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.



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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand; walk; and lift and/or move up to 25 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts, the risk of electrical shock, fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions when traveling away from the office for meetings, seminars, etc. The noise level in the work environment is usually moderate.

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

SIGNATURES:

_____	_____	_____
Incumbent's Signature	Incumbent's Printed Name	Date
_____	_____	_____
Executive Director's Signature	Executive Director's Printed Name	Date