Grant Coordinator

About ChildSafe: We are a 501(c)3 non-profit treatment center that has been serving survivors of child abuse (primarily sexual abuse) in Northern Colorado since 1986. We treat child victims ages 2-18, adults abused as children, and non-offending family members. We work hard to coordinate our services with outside professionals involved with our families. We believe all survivors should have access to comprehensive, quality services regardless of their financial circumstances, so that they may all live their fullest and happiest lives.

Our Mission: To break the cycle and heal the trauma resulting from childhood abuse and neglect with specialized treatment, education, and community outreach.

JOB DESCRIPTION:
ChildSafe Colorado is looking to hire a Part-Time Grant Coordinator to serve as a member of the Management Team and Grant Writing Committee. The Grant Coordinator works with the Grant Writing Committee to research, prepare, submit, and manage grant proposals and reports that support agency goals while meeting funder guidelines and criteria. This person acts as a liaison between parties in the grant funding process and takes responsibility for collecting and analyzing collected content. They are also responsible for the management of the agency’s grant database and grant calendar. The position may be a hybrid of in-office and remote work, at the discretion of the Executive Director.

This position is an entry-level position on our Management team, with opportunities for growth. We strive to cultivate future leaders both within ChildSafe and among the wider community. Growth includes gaining skills and experience to prepare you for the next stage of your career, wherever that takes you.

RESPONSIBILITIES:

Grant Writing

· Support the Management Team to ensure that the grant portfolio adheres to the organization’s goals, growth strategy, annual strategic vision, and budget.

· Maintain master grants calendar, including due dates for submissions and reporting, as well as accuracy and integrity of grants information in grants software, calendar or database.

· Actively seek and qualify new sources of private, corporate, government and foundation support for specific projects and programs.

· Track and coordinate all grant reports; based on funding source, reporting is monthly, quarterly, bi-annual and annual across multiple departments.

· Collaborate across teams to manage all funding opportunities and ensure that all application and reporting deadlines are met in accordance with the agency’s funding plan.
· Gather and maintain statistics, community stories, accomplishments, challenges and other data from team members to include in grant proposals, reports and communications.

· Work with the finance department to ensure that the process of tracking restrictions is documented and communicated.

· Schedule meetings, site visits and communication with foundation partners and the management team as needed.

· Coordinate data integrity and application/reporting records.

· Track submissions, approvals, rejections; track restricted and non-restricted grant awards.

· Track program funding and grant-related program requests.

· Support the development, implementation and management of annual grants plans.

· Stay informed and communicate any funder changes for approved grants.

· Work with all grant team members to ensure strong and effective communication across teams.

· Recommend ongoing process improvements.

· Maintain a deep understanding of the organization’s budget and expenses to participate in funding and expense conversations.

JOB REQUIREMENTS:

· Must be able to work in person at an office located in mid-town Fort Collins. This may be a hybrid-remote position.

· Able to remain in a stationary position 90% of the workday, using a computer and associated technology.

· Must be able to attend community meetings virtually and/or in-person, as well as visit partner agencies in-person via own transportation.

· Must be able to pass a background check and maintain confidentiality of protected health, financial and donor information.

· Able to professionally engage with diverse stakeholders and colleagues, including but not limited to people with lived experience of abuse.

· Must possess a willingness to work occasional evening and weekend hours.

· Associate degree or higher and 2 years of relevant work experience preferred, but will consider a combination of education and experience.
SKILLS AND QUALIFICATIONS:

Required

· Excellent communication skills, including written and verbal (both virtual and in-person conversations).

· Works to meet multiple deadlines as well as event-specific tasks.

· Ability to multi-task, prioritize, and organize programs and projects.

· Reliable, punctual and consistent.

· Ability to work collaboratively with other personnel and/or service providers or professionals.

· Outstanding interpersonal skills and the ability to build and maintain meaningful relationships.

· Positive, tenacious and can-do attitude.

· Skilled at relationship building and stewardship across a diverse set of internal and external partners.

· Fluency in the English language is required.

· Strong organizational skills with ability to meet a demanding workload.

· Creative thinker/adaptive personality

· Experience with computer and knowledge of Google Suite and Microsoft Office, including intermediate (+) skills in Excel

· Valid driver’s license, vehicle and cell phone

Preferred

· Experience with CRM or grants database.

· Experience with Salesforce.

· Grant writing and/or grant management experience.

· Experience as an administrative assistant, project manager or similar position requiring strong organizational skills, adherence to deadlines, ability to write clearly and professionally, among other skills, is valued.

· Candidates with lived experience are encouraged to apply.
BENEFITS:

SALARY, BENEFITS AND SCHEDULE: This is a part-time (average 15-20+ hrs/week) position with a varying schedule based on grant cycles. Tentative schedule includes Monday-Friday, 4-5-hour shift excluding lunch, at an office in mid-town Fort Collins. A limited hybrid arrangement is possible 90 days after start date, at the discretion of the Executive Director. The position requires some flexibility and will include some evening and weekend hours. Salary Range: $20-26/hour depending on education and experience

Benefits include:

- Employee Tele-Health program.
- Pro-rated Staff Wellness reimbursement program.
- Professional Development Assistance
- Living Wage Policy
- Ongoing employee engagement events

ChildSafe Colorado, Inc. is an equal employment opportunity employer. ChildSafe Colorado, Inc.’s policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, religion, national origin, age (40 and over), disability, military status, genetic information, or any other basis protected by applicable federal, state, or local laws. ChildSafe Colorado, Inc. also prohibits harassment of applicants or employees based on any of these protected categories. It is also ChildSafe Colorado, Inc.’s policy to comply with all applicable federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.