



Job Description: Grant Coordinator

Last Revised: July 14, 2021

Summary:	The Grant Coordinator will identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end.
Primary Responsibilities:	<p>Research various types of grants available and the criteria to qualify for each.</p> <ul style="list-style-type: none">• Identify and discuss available sources of funding with administrative managers.• Compile necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.• Draft and complete grant applications according to application requirements.• Ensure grant is submitted on time and within application parameters.• Complete all documents, forms, or reporting required by the grant.• Coordinate the monitoring and evaluation of programs and projects that are funded by grants.• Develop and maintain master files on grants and paperwork connected to programs funded by grants.• Perform other related duties as assigned.
Required Skills/Abilities:	<p>Deep understanding of local, state, and federal funding sources.</p> <ul style="list-style-type: none">• Ability to proactively locate additional sources for potential alternative funding.• Expert in grant funding policies and procedures, as well as grant writing techniques.• Excellent verbal and written communication skills.• Extremely organized with meticulous attention to detail.• Proficient in Microsoft Office Suite or related software.• Excellent project management skills and ability to prioritize work and resources while meeting deadlines.• Ability to interpret financial data and prepare budgets and financial grant reports.• Ability to be discreet with confidential information that may be needed for some grant.
Required Education and Experience:	<ul style="list-style-type: none">• Bachelor's degree in related field required.• At least three years of experience in grant writing experience highly preferred.
Supervisory Duties:	None
Work Location & Schedule:	This is a permanent, full time, exempt position, located at JEDC's offices at 612 West Willoughby, Ave., in Juneau, Alaska. The work schedule is M-F, 8:00AM to 5:00PM with frequent after-hours meetings, occasional weekend work, and infrequent travel. Equal opportunity and employing a diverse staff are fundamental principles of the JEDC.
Reports to:	Executive Director
Salary Range:	Commensurate with experience.