

TITLE: Grants Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development
STATUS: Exempt, Full-time
SALARY: Commensurate with experience. Range: \$62,000 - \$70,000
BENEFITS: PTO, holidays off, health plan, dental, vision, life insurance, and 401K plan (after 1 year).

Background

St. Mary's Center, www.stmaryscenter.org, is a community of hope, healing and justice. We provide nutrition, advocacy, counseling, shelter, and social support to seniors and preschoolers in the heart of Oakland. St. Mary's Center operates 41 units of transitional housing, a senior center, and preschool and is developing permanent supportive housing as part of a comprehensive, collaborative community development strategy along the San Pablo Avenue corridor. We are proud of an excellent multidisciplinary team delivering high-quality services to people with urgent needs. Charity Navigator awarded us a 4- star rating for fiscal management and integrity for six consecutive years, and St. Mary's Center is the California Association of Nonprofits 2021 District 9 Nonprofit of the Year.

Position Summary

The Grants Coordinator is a member of the Development Team and is a liaison between the agency and foundation partners. The Grants Coordinator is responsible for managing a grants portfolio of \$500K to \$1M and includes researching, preparing, submitting, and managing grant proposals/reports that support agency goals and meet foundation funding guidelines and criteria. This person serves as the primary grant writer, assists in managing funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on clear writing and outcome measurement.

Duties and Responsibilities include (but are not limited to)

Leading grant proposal development and submission, preparing and organizing materials for proposals, and submitting and monitoring grant applications including:

- Drafting proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with development, program and finance staff, and the Executive Director
- Submitting grant applications.
- With the Director of Development, meeting with funders and staff to explore funding opportunities and fulfill site visit requirements.
- Maintaining master calendar of grants and prospects and all associated files and correspondence.

- Maintaining library of grant support documents include IRS forms, Board/staff diversity lists, etc.
- Inputting and updating grants portal in donor database.
- Executing thank you letters and facilitating grant contracts/agreements.
- Ensuring acknowledgement of funders/major donors via website, newsletter and social media.

Working with Data Manager and Finance to maintain grant compliance and reporting, including outcome measurement and grant budgets including:

- Monitoring and maintaining funder reporting schedules and requirements.
- Drafting compelling progress reports and targeted program updates (press release, FB, twitter posts) to funders that fully capture programmatic success; and
- Assembling all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc. submit reports to funders.
- Other duties as assigned.

Qualifications

- Bachelor's degree and three or more years of grant writing experience, or at least five years of work experience with nonprofit administration, grant writing, or fundraising.
- **Familiarity and experience working with local, corporate and private funders.**
- Excellent written and verbal communications skills.
- Excellent organizational skills.
- Ability to meet deadlines.
- Proficiency in Microsoft Office (specifically Word, Excel and PowerPoint).
- Experience with donor development/CRM software systems.
- Experience with programs relating to senior homelessness a plus

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others (verbally and in writing) to understand them and to be understood.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to communicate over a telephone and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, taking notes.
- Must be able to remain in a stationary position 80% of the time

- Must be able to walk across agency offices and climb/descend stairs. Office located on second floor

St. Mary's Center is an Equal Employment Opportunity Employer

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

HOW TO APPLY: To apply, email a resume, compelling cover letter, and three professional references to: hr@stmaryscenter.org with a subject line of **Grants Coordinator Application – Last Name, First Name**

