

Athens Area Diaper Bank
Job Description: Grants Coordinator



About:

The Athens Area Diaper Bank strives to eradicate diaper need by providing diapers to low-income families in the Athens area, while raising public awareness of diaper need and its impact. The Athens Area Diaper Bank is a 501(c)(3) nonprofit organization.

Description:

Our Grants Coordinator will play a critical role in managing our organization's development activities. The Grants Coordinator will research, coordinate, and write proposals for private, corporate, government, and community foundation grant opportunities, and will work to support general development activities of the organization. This team member will maintain our grants database of funding opportunities, stewardship, compliance, and reporting deadlines. This position will also assist in the data collecting, analyzing, and reporting on the performance of program activities that are supported by federal, state, and private funding agencies. This position will assist in other fundraising capacities and will report to the Executive Director. This is an exciting opportunity for a motivated individual who wants to make a substantial impact with a growing nonprofit.

Job Details:

- Hours: part-time, approximately 20 hours/week
- Most of the work can be done remotely, but there is the ability to work at our facility.
- Monthly meetings at our facility are required.
- \$20 - \$25 Hourly rate commensurate with experience

Responsibilities for the Development/Grants Specialist:

- Research potential corporate, private, government, and community funding opportunities.
- Produce and submit high quality letters of inquiry, grant proposals and applications, compliance reports, and funder reports in a timely manner.
- Monitor and maintain grant and contract documents. Ensure compliance and meet reporting requirements for existing grants.
- Maintain financial, programmatic, and impact evaluation records for existing grants.
- Work with staff to identify funding needs, and to create budgets and compelling narratives to support successful grants.
- Performance metrics (number of grants applied for, financial goals, etc) will be agreed upon during annual strategic planning with progress updates provided quarterly.
- Produce internal reports and communication on grant funding and development activities.
- Maintain primary responsibility for grant calendar, database, and tracking.
- Maintain positive relationships with fund providers and other stakeholders.
- Support Executive Director in development activities, including donation processes, maintenance of accurate donor records, and stewardship strategies.
- Work with leadership to strategize, advocate for, and execute program growth.
- Expected job responsibilities: 50% grant research, writing, and application; 35% grant management; 15% development activities.

Skills:

- Passion for the mission of the Athens Area Diaper Bank and helping families in need.
- Experience with or an understanding of the issue of diaper need.
- Attention to detail.
- Excellent written and verbal communication skills.
- Proven ability to manage multiple duties and priorities in deadline-intensive situations.
- Self-motivated and driven with excellent problem-solving skills.
- Experience with spreadsheet and document software (Microsoft and Google products).
- Work under pressure of deadlines and time constraints.
- Able to flourish in a creative team environment as well as operate independently.

Requirements:

- 2 years or more of proven grant writing success, grant management, or administration experience.
- Bachelor's degree preferred.
- Occasionally work outside of normal business hours for special events.
- Must be willing to undergo drug screening tests and background checks.

Requirements:

- GA Driver's license and clean driving record.
- Bachelor's degree preferred.

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Qualified candidates should forward resume and cover letter to: jobs@athensareadiapers.com with Grants Coordinator in the subject line.

Athens Area Diaper Bank does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.