Tennessee Immigrant & Refugee Rights Coalition

POSITION: Grants and Data Coordinator

Full Time Exempt Position, Based in Nashville. Reports to the Grants Manager.

TIRRC is seeking an enthusiastic Grants and Data Coordinator to assist with data and evaluation and support the day to day process of grant proposals and reporting in our work serving Tennessee’s immigrant and refugee communities. With an immediate focus on governmental grants, the Grants Coordinator will have an opportunity to closely collaborate with program and development staff to support and maintain a new evaluation model to demonstrate the power of our work.

RESPONSIBILITIES:

Track Grant Deliverables and Staff Activities
- Lead data collection with internal project teams and external partners;
- Sort and organize data across platforms and systems, including CRMs, Google Sheets, and third-party platforms;
- Drive data analysis and interpretation, with a specific focus on compliance, interim and final deadlines and areas for improvement and/or replication;
- Generate internal and external reports, including sourcing and synthesizing data from multiple sources;
- Maintain data integrity and security, with particular emphasis on security of personally identifiable data.

Manage Subgrant Systems
- Work with staff to develop and execute plans for subgranting to partner organizations, including soliciting and evaluating proposals, collecting paperwork, making payments, and gathering data;
- Assist subgrantees with creating and using data tracking systems.

Grant Administrative Support
- Maintain calendar of grant deadlines and expected timelines for grant proposals, renewals, and reports;
- Coordinate timely completion and submission and maintain proper filing of grant agreement letters, while also entering relevant financial and reporting data to calendar;
- Coordinate logistics for calls and site visits with funders;
- Coordinate with grants manager on researching and evaluating new funding opportunities;
- Prepare and format grant proposals and report documents and assist with writing, editing, and/or proofreading grant proposals and reports.

Job responsibilities include but are not limited to those listed above. As with every position at TIRRC, every person in the organization will assist their colleagues to ensure a cooperative environment and respond to the needs of the moment.

QUALIFICATIONS, SKILLS, AND KNOWLEDGE
- Belief in TIRRC’s mission and commitment to social justice;
- Strong writing skills and/or grant writing experience preferred;
- Strong computer skills preferred (Microsoft Office, Google Suite, CRM, data management);
- Ability to work on deadline, be highly organized, and manage multiple tasks with attention to detail;
- Ability to establish and maintain positive working relationships with diverse communities;
- Ability to work independently as well as part of a team;
- Ability to work flexible hours, including some nights and weekends;
- Fluency in English required and another language preferred;
- Must have reliable transportation.

SALARY AND BENEFITS PACKAGE:
Salary Range: $44,500-49,000
Benefits: Full-time TIRRC employees are eligible to receive medical, dental, and vision insurance with 100% of the medical employee premium covered by TIRRC, participate in a 401K retirement plan, and receive 24/7 access to an Employee Assistance Program. In addition, TIRRC provides paid leave including up to 15 vacation days, 13 paid holidays, and 3 weeks paid sick leave in an employee’s first year and 6 weeks of paid parental leave.