

**Community Foundation Partnership, Inc. (CFP)
Grants Coordinator Job Description**

Major Function: Assistant to the Grants Officer and Chief Executive Officer
Classification: Regular, non-exempt, full-time (40 hours per week)
Hours: Monday-Friday. 8:00 am - 4:00 pm. (Must be available for occasional after-hours meetings and events.)

RESPONSIBILITIES:

This position's primary responsibility is to support the grants process for the communities we serve. Responsibilities include, but not limited, to the following:

- Prepare documentation, review files for completeness, follow up with grantees on incomplete or late reports.
- Prepare for and coordinate meetings with committees and grantees.
- Keep accurate records in grant files and database.
- Work closely with Grants Officer and CEO.
- Provide training for individuals on review process in grants portal.
- Arrange grant applicant site visits when necessary.
- Provide updated grants information for the website and social media.
- Provide back-up support for phones, front desk, and office coverage.
- Maintain professional office presence and respond to (or redirect) inquiries.
- All other duties as assigned.

QUALIFICATIONS:

The CFP is looking for a highly ethical individual to grow with our team. The successful candidate must maintain confidential information, pass a drug screen/credit check, be able to multi-task, meet deadlines, and work as a team member with a positive attitude.

- Bachelor's degree or equivalent experience in a professional office
- Demonstrate effective communication skills (i.e., written, oral, and interpersonal skills).
- Proficient in Microsoft Office, internet, social media.
- Must be able to train and become proficient in NPact and Blackbaud software.
- Able to type 45+ WPM with high accuracy.
- Strong organization, record keeping, and data analysis skills required.
- Must have effective computer, technology, organization, and database experience.
- Must read and speak English fluently with strong written and verbal communication skills.
- Must be able to attend meetings and events outside of normal business hours.
- Minimum of 3-5 years working and/or volunteering within the non-profit sector preferred.

(The above describes the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties and skills required of the employee.)

Resume and letter of interest should be emailed to LCCF@CFPARTNER.ORG