Inland Southern California United Way

Grants Coordinator

Inland SoCal United Way is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, ISCUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. ISCUW seeks talented, motivated team members who are passionate about improving our community and who are looking to be part of a dynamic team working to make EPIC changes in the Inland Empire.

Position Overview:

ISCUW is seeking a part-time Grants Coordinator to assist in the growing grants division of the External Affairs Department. The Grants Coordinator is responsible for coordinating the organization’s efforts to obtain grant funding by the identification and development of viable proposals for external funding of programs which address educational priorities and goals; assesses program needs; provides technical assistance to administrators and staff regarding potential funding sources, strategies and preparation of proposals and budgets; establishes networks with representatives from other organizations, school districts and funding sources; assists with and helps to coordinate the grants review process; does related work as required. Work requires a considerable knowledge of planning, program development, curriculum, program evaluation, grant writing and potential funding sources. Excellent communication skills are required to coordinate organizational-wide efforts and develop effective networks with other agencies. Exceptional skill in research, synthesis of information, writing and editing are needed to develop successful proposals for outside funds. This part-time, regular, non-exempt position reports to the Program Grants Manager.

Knowledge, Skills and Abilities:

Knowledge of and skill in long-range and short-range planning, program development, curriculum and program evaluation; knowledge of potential funding sources and skill in grant writing; ability to apply local, state and federal grant guidelines; knowledge of NGO policies and goals; ability to communicate effectively both orally and in writing; ability to develop effective networks with other schools and agencies; ability to coordinate planning and program development efforts organization-wide; skill in synthesizing a large amount of information from various sources; skill in writing and editing; skill in time management, solving problems and setting priorities; ability to locate and organize resource materials; ability to identify sources of data and understand statistical information; ability to meet deadlines under pressure; ability to develop effective working relationships with staff and outside agencies; ability to operate a computer, word processing software and other office equipment; ability to work safely.

Essential Functions 65%

- Provide support to the Program Grants Manager
- Research potential grants and funding streams
- Assist with reporting, e.g. data tracking and gathering
- Assist with grant proposals

Secondary Functions 35%

- Provide information as needed for grants updates
- Other duties as assigned
Qualifications

- Exceptional written and oral communication skills
- Strong computer skills with expertise in Microsoft Office and Windows
- Ability to meet deadlines and multi-task; strong organizational/planning skills and attention to detail are critical
- Excellent people skills; able to provide exceptional customer service; capable of working with diverse groups, including staff team, board members, product donors, volunteers, and external stakeholders.

Physical Requirements

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 accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee will be required to operate a variety of equipment such as a computer, telephone, copy machine, scanner and fax machine. Sedentary work requires sitting for long periods of time but may require the ability to walk, stand, stoop and squat for various periods. Visual acuity and manual dexterity required for typing and computer use. Must be able to lift/move reams of paper.

Wage Range and Benefits

Wage $20.00/hour payable bi-weekly. Benefits include accrued sick-leave.

If interested, please send resume and cover letter to Kimberly Starrs at kstarrs@uwiv.org. No calls or agencies please.

Inland SoCal United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results.”

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