



GRANTS COORDINATOR

JOB DESCRIPTION

CLASSIFICATION: Dev. Coordinator (Union Position)	SALARY: DOE/DOQ
DEPARTMENT: Development	FLSA STATUS: Exempt
REPORTS TO: Director, Institutional Giving and Contracts Management	

Summary: As a member of the Development team, and reporting to the Director of Institutional Giving and Contracts Management, the Grants Coordinator is one of two staff members managing all aspects of Bet Tzedek’s grants portfolio—from research to proposal preparation and from submission to deliverable management in partnership with program staff. This position will also work collaboratively to maintain the department’s database and provide overall departmental support as necessary.

Essential Duties and Responsibilities:

- At the direction of supervisor, works on all aspects of proposal development, including research, data collection, writing, and budget development for grants.
- Writes grant narratives, works with finance team to develop budgets, and completes grant reports in coordination with senior management and program staff.
- Stewards relationships with assigned institutional funders including private foundations, corporations and public funders.
- Conducts prospect research to help ensure a steady pipeline of new institutional funders.
- Coordinates funder site visits as needed.
- Assists in preparation of appropriate supporting documentation for organizational and funder audits.
- Assists Director in management of the organization’s grants portfolio and calendar.
- Attends staff and department meetings.
- Performs other duties as assigned.

Competencies

- Mission driven.
- Strategic thinker, able to conceptualize, lead and execute complex projects and effectively convey their impact to various audiences.
- Excellent project management skills.
- Excellent written and verbal communications skills; strong presentation and persuasive writing skills.
- Excellent relationship management skills; able to interact professionally with a diverse population of stakeholders, colleagues and potential or current funders.
- Demonstrated ability to manage multiple projects in a very fast-paced, performance-

- oriented environment.
- Outstanding research and analytical skills.
 - Excellent organizational skills with attention to detail, accuracy, and demonstrated ability and commitment to meet deadlines and objectives.
 - Strong computer proficiency in: MS Office Suite, Raiser's Edge and/or RE NXT; Relational databases, internet research search engines.

Qualifications

- Bachelor's Degree or equivalent training and a minimum of two years of grant writing experience preferred. Experience writing and managing public grants strongly preferred.
- Knowledge of legal services, human services, and Los Angeles philanthropic community highly preferred.
- Demonstrated compassion, respect, and commitment to serving low income persons and vulnerable populations required.
- Willingness and ability to work occasional evenings and weekends as needed.
- Reliable transportation to attend offsite meetings and functions.

How to Apply:

E-mail a cover letter and a resume to resume@bettzedek.org subject line: GRANTS COORDINATOR. Resumes submitted without a cover letter will not be considered. **Please, no phone calls.**

To best serve our communities, Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.