



**JOB DESCRIPTION**

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| <b>Position Title: Grant Coordinator</b> | <b>Salary Range:<br/>\$16.50 - \$17.00</b>                           | <b>Hours: Negotiated<br/>(20 to start**)</b> |
| <b>Reports To: CEO</b>                   | <b>Location: San Luis Obispo Office &amp; work from home/virtual</b> |  |
| <b>Creation Date: May 5, 2021</b>        | <b>Closed Date: May 21, 2021 or until filled.</b>                    |  |

**Agency Description:**

Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO SLO) is a donor and volunteer supported organization that **creates and supports one-to-one mentoring relationships that ignite the power and promise of at-risk youth.**

We partner with parents, guardians, volunteers, and others in the community to hold ourselves accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships through social/emotional development
- Avoidance of risky behaviors, and
- Academic success and educational advancement.

**POSITION SUMMARY**

Big Brothers Big Sisters of San Luis Obispo County provides one-to-one mentoring services to at-risk children and underserved communities in San Luis Obispo County. We are seeking a result-driven, part-time Grant Coordinator (\*\*20 hours/week to start with potential expansion in FY 2022 based upon performance) to write coherent, organized, and compelling proposals that will result in significant financial support. Under the CEO's direction, the Grant Writer will research, prepare, submit, and manage grant proposals and reports. This individual will also be responsible for identifying new funding prospects. The work is fast paced with frequent deadlines. A successful candidate will have superior writing skills and proven success with raising funds from foundations and institutions. They must also possess sophisticated project management, organizational, and proposal budgeting skills.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Work with the CEO and Development Director to research grants and create a robust schedule for Letters of Intent, grant proposals and grant reports.                     |
| Research, prepare, submit, and manage grant LOI's, proposals, budgets, reports, and supporting documents.  |
| Assist with managing foundation and institution relationships.   |
| Create and submit interim and final grant reports on time, including the narrative of grant activities, reporting on performance measures, outcomes, and grant spending. |
| Maintain records on grants applied for and track application progress and manage reporting requirements.   |
| Ability to effectively communicate in person, by phone, and in writing with a variety of constituent groups that interface with this job function.                       |
| Attend monthly team gatherings and meetings.   |
| Other duties as assigned.  |

## SKILLS AND KNOWLEDGE

|  | Required | Preferred |
|--|----------|-----------|
| BA degree in English, Journalism, Media, or related field  | X        |           |
| One to three years' experience in grant writing  | X        |           |
| A belief in the Mission and Vision of BBBS SLO.  | X        |           |
| Excellent written and verbal communication skills.   | X        |           |
| Excellent organizational and time management skills.   | X        |           |
| Ability to work both in team and independently exercising good judgment, sound decision making and problem-solving skills. | X        |           |
| A strong commitment to quality and results.  | X        |           |
| Computer skills: Word, Excel, Office 360, and Outlook.   | X        |           |
| Sense of humor   | X        |           |
| Customer Focused, Can Do Attitude  | X        |           |

**How to Apply:** If you meet the qualifications and are interested in applying for the Grant Coordinator position, please email a well-crafted cover letter, resume, three references with name, address, email and phone and a 150 word statement on why you want to work for Big Brothers Big Sisters of San Luis Obispo County by position close date to [Jenny@slobigs.org](mailto:Jenny@slobigs.org).

**Equal Employment Opportunity:** BBBS SLO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

**Americans with Disabilities Act:** Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**Job Responsibilities:** The preceding statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS SLO may change the specific job duties with or without prior notice based on the needs of the organization.

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