

**Job Title:** Grant Coordinator

**Supervisor:** Chief Executive Officer

**Location:** Main Office, Home (with measurable results)

**Shift:** Flexibility on both sides

**Employment Status:** 20 hours/week 0.5 FTE; non-exempt, \$15-16/hr.

**Position Summary:** Research, prepare and track grants and related documents.

This position will illicit and work closely with program staff/supervisor in order to write realistic grants. This position will work closely with admin/fiscal on budgets for grants.

### **Essential Duties and Responsibilities:**

- Research and request funding from local, state and national government agencies
- Research and request grant opportunities from private and corporate foundations
- Monitor grant solicitations and deadlines
- Research grant-making organizations
- Consult with the admin and other key staff members regarding potential grant projects, including project budgets and outcomes, in an effort to gain a complete understanding of the program for which funds are being requested
- Write grant applications that display meticulous grammar and spelling, and comply fully with requirements of funding organization
- Monitor grant applications throughout funding process
- Track grant reporting requirements/deadlines and ensure compliance
- Assist and write the narrative portions of grant reports
- Assist, support and back-up other writing within the agency
- Other duties, as assigned

### **Knowledge, Skills, and Abilities**

- Exceptional written and oral skills, attention to detail with excellent judgment and strong interpersonal skills.
- Competent with office technology and Microsoft Office
- Familiarity with federal grant procedures
- Ability to comprehend statistics and generate reports
- Knowledge of dynamics and impact of domestic violence / intimate partner violence
- Well organized, creative, empathetic, and people oriented.
- Ability to work collaboratively with diverse groups, and develop and maintain relationships with individuals and agencies
- Knowledge, experience, and ability to relate to, communicate and work with people from diverse backgrounds and underserved communities.
- Knowledge and ability to practice cultural humility.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Knowledge of community partners and the importance of community collaboration
- Ability to manage confidential information.
- Ability to be pro-active, work independently, multi-task and prioritize work appropriately
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback

### **Qualifications:**

- Bilingual English/Spanish preferred
  - At least 1 year of experience writing grants
  - Commitment to the Womenspace Mission
  - Successful completion of the Womenspace training program within the last 3 years or active employment at Womenspace. (Includes the 32-hour DHS training and onsite shadowing).
- Can be completed after hire**

**Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org) (Submitting in person also accepted).
- Open until filled.

***The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.***