



JOB DESCRIPTION

Position Title: Grants Coordinator
Work Schedule: 40 Hours (Hourly, Non-exempt) M – F. Minimal travel and occasional night/weekend hours required (primarily to assist with Fund Development events).
Supervisor: Chief Development Officer

Organization Description:

At Big Brothers Big Sisters of Utah, we believe that potential lives within every kid. For more than 40 years we have been united with volunteer mentors, kids facing opportunity gaps and their families, and other community partners to defend the potential of Utah's kids. Our core values are to: prioritize child safety and positive youth development above all, maintain high standards of quality and seek innovative improvements when possible, focus on the people we serve and those who make it happen, and to strive to be a place where everyone feels they belong.

Race, Equity, Diversity, & Inclusion Statement and Work

Inclusion is a core value at BBBSU and we strive to lead with our values. Nationally, Big Brothers Big Sisters is the largest JEDI-focused youth development organization in the U.S. We are committed to igniting potential in the kids we serve and know that the unique contributions of a diverse team are key to achieving our mission. We welcome the unique contributions you can bring in terms of your education, opinions, culture, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, age, languages spoken, veteran status, color, religion, disability, genetic information.

Job Summary

The Grants Coordinator has primary responsibility for identifying, writing and submitting grant proposals, primarily to foundations and governments, that persuasively communicate BBBSU's programs and outcomes to potential funders. The Grants Coordinator will assemble and submit grants, establish and maintain personal contact/relationships with grantor contacts, conduct prospect research, and oversee reporting and stewardship.

Essential Functions

- Developing and maintaining a comprehensive understanding of barriers to thriving for children in Utah and how the BBBS service delivery model, and BBBSU mentoring programs specifically, result in vital outcomes for children served.
- Researching, writing, assembling, and submitting grant requests that effectively communicate our case for support (including letters, proposals, budgets, presentations).
- Keeping accurate records of grants submitted and received and submitting accurate and timely reporting for all grants received.
- Building and stewarding relationships with current and potential grantors according to the BBBSU stewardship plan.
- Attending project-specific grant training and or presentations as required by funders or for relationship building.
 - Including, but not limited to government trainings and CDBG City Council hearings

- Function as a key member of the Fund Development team including supporting key events.

Core Competencies

- The successful candidate will have an articulated belief in the mission of Big Brothers Big Sisters and will be able to create clear and compelling funding proposals in support of that mission.
- Candidates must possess excellent written and oral communication and critical thinking skills; be self-motivated, detail-oriented and have exceptional organizational skills.
- A high-level of computer literacy is required, including familiarity CRM based on Sales Force, and databases like DonorPerfect and the Foundation Center.
- A solid understanding of budgets as they relate to proposals, grant reporting and compliance are required.

Minimum Qualifications:

- We prefer at minimum a Bachelor's Degree (preferably in English, Communications, or related field) and 1+ years fundraising experience, preferably in grant writing. (2 years related work experience may be substituted for 1 year of education).
- Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in this position description.
- Must have ability to travel throughout Wasatch front.

Compensation, Perks & Benefits

- Starting salary range \$42,000 to \$48,000 annually
- Medical, Dental & Vision (Available on the 1st of the month after one full month of employment)
- Life Insurance
- 401K Plan
- 10 Paid Holiday's + 1 week off from 12/25 to 1/1
- Paid Vacation Time
- Paid Sick Time
- Eligible to participate in annual COLA, merit increase, and bonus programs after six months of employment
- Regular remote working schedule available (approx 60% of hours)

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

TO APPLY:

Email resume and cover letter to Lauren.Holman@bbbsu.org