



**Emergency
Family
Assistance
Association**

EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

Job Title: Grants Coordinator
Hours of Work: Full time 40 hrs/wk
Work Location: 40 hours per week. A substantial portion of this position may be performed remotely with ability to work an anticipated 5 days per month in the office in Boulder, CO.
Reports to: Director of Development & Communications

Position Summary

The Grants Coordinator oversees and coordinates the full life cycle of grants, including prospecting, proposal submission, stewardship, and reporting. Coordinates with EFAA staff to keep abreast of program developments in order to accurately propose and report on program activities and outcomes. Supports the strategic initiatives of the organization through building close relationships with funders and growing our funding capacity. The Grants Coordinator will focus on grant opportunities from private and corporate foundations, faith-based organizations as well as local, state and federal government agencies that support EFAA's programs.

About EFAA

EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. As an organization we value community, resiliency, innovation, integrity, equity, and impact. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

Essential Functions

- Manage a grants portfolio of approximately 40 government, corporate and private foundations

- Write, edit, and compile all grant proposals with an eye to quality and accuracy of content and presentation to ensure timely submission, including first-time as well as recurring proposals for continued funding
- Prepare and submit required reports within deadlines, coordinating with staff to ensure accuracy of data and information
- Research, qualify, and apply for new grant opportunities to ensure sustainable funding for all organizational programs, including emerging priorities and programs
- Manage all funder relationships with foundation staff and program officers, including stewardship, funding inquiries, recognition, and site visit management
- Prepare funding proposals and reports for major gifts staff
- Maintain the organization's grants calendar and grants tracking tools
- Maintain complete and up-to-date paper and electronic records, including copies of grant applications, reports, and agreements
- Track deadlines for all grant proposals and reports in donor database and enter all relevant notes and actions in donor records
- Proactively monitor key grant indicators/outcomes and expenditure rates to ensure fulfillment of grant agreement
- Liaise with EFAA Program Managers, CFO, and Data Monitoring and Evaluation Coordinator to procure program information, financials, and evaluation data for proposals and reports
- Ensure that grant awards are communicated to the relevant parties for proper tracking and implementation
- Coordinate appropriate recognition/publicity for grant awards and announcements with the Development and Communications Team
- Support senior staff in developing foundation revenue projections
- Active participation as part of Development & Communications team and all-staff

Skills/Competencies

- Bachelor's degree or commensurate experience
- Minimum of three years of experience writing grants and managing a grants program
- Outstanding oral and written communication skills
- Ability to develop and maintain strong working relationships with EFAA managers, foundation program officers, corporate officers, and government agency officials
- Excellent project and time management skills
- High degree of personal motivation, self-direction and detail-orientation
- Computer literate with ability to navigate online databases; proficiency in Microsoft 365 a plus
- Familiarity with the Boulder funding community preferred but not required
- Commitment to EFAA's mission and the principals of diversity, equity and inclusion

Working Environment, Physical Activities and Equipment Used:

Typical office environment. Regularly uses computers for data input and other work.

Take proper safety precautions while as work, reports unsafe circumstances and takes action to prevent accidents. Responsible for ensuring volunteers and supervised staff adhere to EFAA Safety Rules at all times.

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$52,000-\$56,000. Competitive pay commensurate with education and experience.

Why You Should Apply

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish employees
- Family friendly policies and practices
- A commitment to professional development and training

How to Apply

Please email your cover letter and resume to resumes@efaa.org with the subject line "Grants Coordinator". Applications will be reviewed on a rolling basis.

Non-Discrimination Policy

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, familial status, sexual orientation, gender identity or expression, genetic information or characteristics, parenthood, custody of a minor child, pregnancy or any protected class under applicable Federal, State or local laws that is not listed above.