



Grant Coordinator *Job Description*

Job Classification: Exempt, Full-time

Work Schedule: As negotiated

Reporting Relationship: Director Dialogue Coffee House

Primary Accountabilities:

The Capper Foundation Grant Coordinator is responsible for working with the Director of DCH and the Senior Management Team (SMT), supporting the growth of the organization by identifying and securing funding through grants. Duties listed below comprise the responsibilities of the Grant Specialist.

Major Duties:

- Identify potential grants aligned with Capper Foundation's mission of supporting people of all ages living with disabilities.
- Monitor funding opportunities and trends in grant funding.
- Meet regularly with the Director, SMT, and Grant Committee to identify the needs of Capper for sourcing grant opportunities. Assist with documenting and maintaining Grant Committee meeting minutes. Assist with meeting reminders to committee members.
- Coordinate the development, writing, research, submission, tracking, and reporting of each grant project's progress.
- Provide follow-up reporting to grantors as requested, according to requested timelines.
- Maintain records of grants requested and received in designated files and system database.
- Foster and build relationships with funding sources (grantors).
- Maintains active engagement with professional grant networks to stay current on trends and best practices.
- Research and stays current on disability-related healthcare topics in collaboration with Capper staff.
- Produce a weekly status report and submit it to the Director of Dialogue Coffee House.
- Position is monitored and evaluated based on the number of grants submitted annually, the percentage, and the amount of funds received.
- Obtain funding through grant resources that is greater than or equal to the current salary plus 120%.
- Assist with content writing for other projects, i.e., newsletters, as instructed.
- Professionally represent Capper Foundation. Demonstrate confidentiality of clients in service with the public, unless instructed and/or has permission to share information.
- Understands and demonstrates compliance with Capper Foundation policies and procedures.
- Performs other duties as assigned by the Director of Dialogue Coffee House.

Qualifications:

- Bachelor's Degree and/or work in a related discipline with a minimum of three years of related experience and proven track record in grant writing, research, and record keeping.

- Certificates from the American Grant Writers Association and/or the Grant Professionals Association are **preferred** but not required.
- Comprehensive personal computing skills with proficiency in Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Proficient research skills, interpreting and analyzing data, working collaboratively with other staff and grantors, strong organizational skills, and able to work independently.
- Excellent written and verbal communication skills with the ability to communicate and interact with internal staff and external contacts. Read, write, and speak fluent English.
- Ability to work effectively under deadlines, handling several assignments simultaneously.
- Take instruction and offer feedback.
- Availability to travel and possess a valid driver's license.
- Pass background checks and drug test per Capper Foundation procedures.

Physical Demands:

- Regularly required to speak and hear.
- Regularly required to sit, stand, walk, reach, and use hands.
- Ability to read computer screens for an extended period and be comfortable doing so.
- Able to lift up to thirty (30) pounds.

Additional Duties:

- Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date