



POSITION POSTING

Date: March 3, 2022

Title: Grants Coordinator

Reports to: Executive Director of the Healthy Lakewood Foundation

Hours/Week: 20 – 25 hours per week

Starting Salary Range: \$25.00 - \$30.00 per hour (commensurate with experience)

Term: One-year contract employee with possibility of extension

ABOUT US

The Healthy Lakewood Foundation (HLF) is a 501(c)3 nonprofit public charity created to ensure assets remaining from the conversion of the Lakewood Hospital continue to benefit the health and wellness of residents in the City of Lakewood. For more information about HLF, visit:

<https://healthylakewoodfoundation.org/>

OPPORTUNITY SUMMARY

The Foundation seeks a part-time Grants Coordinator to support the Executive Director and Board in building and executing a multi-pronged grants program rooted in trust-based philanthropy practices.

RESPONSIBILITIES

The Grants Coordinator is responsible for supporting the grants administration process.

SPECIFIC FUNCTIONS

- Manages the Foundant grants management software program.
- Manages the workflow and efficiency/effectiveness of the grantmaking processes.
- Establishes professional, responsive, and solutions-oriented grant management functions.
- Ensures the accuracy and integrity of the grants database.
- Analyzes and reports grant-related data.
- Provides technical assistance to applicants and grantees.
- Supports the Executive Director and the Board in reviewing applications and providing the necessary information for decision making.
- Works with the Executive Director and Accountant to manage the processing and tracking of all grants, grant payments, and grantee progress reports.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS AND EXPERIENCE DESIRED

- Bachelor's degree required.

- Strong interpersonal, oral, and written communication skills with audiences of diverse backgrounds.
- Excellent organizational and project management skills, and attention to detail.
- Ability to work to deadlines.
- Proven problem-solving skills; solutions-focused orientation.
- Flexibility in approach and willingness to adapt when necessary.
- Ability to work effectively independently and as part of a small team and thrive in a hybrid work environment.
- Demonstrated competence in working successfully with a community-based board.
- Commitment to advancing equity, diversity, and inclusion in organizational practices and culture.
- Excellent computer skills, including Excel, Word, PowerPoint, and video conference tools.
- Experience with grants management software or relational databases preferred.
- Familiar with nonprofit organizations and boards.

OTHER EXPECTATIONS AND CONSIDERATIONS

At this time, the Grants Coordinator will have the opportunity to work remotely. When public health conditions allow and upon the selection of office space, working in an office setting will be both an option and required with some level of frequency. A flexible work schedule will be developed with the Executive Director. Occasional evening meetings may be required, as well as site visits in the community when it is safe to do so. Lakewood resident or experience with the community is preferred.

COMPENSATION

Competitive hourly salary commensurate with experience.

PHYSICAL WORK DEMANDS/ACCOMODATIONS

While performing the duties of this position, the Grants Coordinator is regularly required to remain in a stationary position for extended periods of time and to travel via various modes of transportation; operates office equipment (computers, printers, etc.) and communicates in person or via telephone. Must be able to exchange accurate information in these situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a contract position, no relocation assistance provided.

APPLICATION PROCESS

Any interested candidate should submit a resume and cover letter describing their experience, skills, and interests as they relate to the position and organization. **Resumes and cover letters should be submitted in pdf format to admin@healthylakewoodfoundation.org no later than March 25, 2022.** Applicants who best match the position needs will be contacted for an interview.

HLF embraces the importance of diversity, equity, and inclusion both internally, in our hiring process and organizational culture, and externally, in our grantmaking and related practices. We are an equal opportunity employer and welcome applications from people of all backgrounds, cultures, and experiences.