



# Latin American Community Center

## POSITION DESCRIPTION

**Position Title:** Grant Coordinator  
**Dept.:** Administration  
**Supervisor:** Development Director

**Status:** Full Time  
**Classification:** Exempt

\_\_\_\_\_  
Incumbent Printed Name                      Date

\_\_\_\_\_  
Supervisor Printed Name                      Date

\_\_\_\_\_  
Incumbent Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

### Summary

The Grant Coordinator develops government, foundations, and other grant proposals. In addition, the position researches grant availability, prepares grant applications, and assists in monitoring program effectiveness.

### Responsibilities

- Review grant literature to determine program development feasibility in order to supplement local annual budget allocations
- Discuss program requirements and sources of available funds with administrative personnel
- Work with program directors to determine program goals, objectives, and outlines to work with necessary funding procedures and usage
- Write grant application according to required format
- Submit proposals to Development Director for approval
- Oversee evaluation and monitoring of grant-funded programs or write specifications for evaluation or monitoring use by outside agency
- Assist department personnel in writing periodic reports to comply with grant requirements
- Monitor paperwork connected with grant-funded programs
- Maintain master files on grants and fundraising software
- Perform other duties or special projects as required or assigned

### Qualifications

- Education: Bachelor's degree
- Field of study: English, Communications, or related field
- Work Experience: 2 – 3 years
- Knowledge, Skills, and Abilities:
  - Excellent oral and written communication skills
  - Strong planning and organizational skills
  - Bilingual/bi-literate in English/Spanish a plus, but not required