

Job Description: Grant Administrator
Classification: Administrative, Full-time
Reports to: Grant Manager/Fiscal Manager

Job Description:

We are looking for a strong team player who will join our growing organization that is committed to transformational community impact. As the Grant Administrator, you will oversee, coordinate and be responsible for the management of organizational grants. This includes tracking and monitoring grant progress and milestones, and supporting the team through administrative oversight.

Primary Duties:

- Tracks and monitors all grants for reporting and milestones
- Communicates regularly with sub-grantees to gather necessary documents and ensure sub-grantees remain in compliance and meet all deadlines
- Works with Grant Manager, client and funder to ensure ongoing compliance
- Works with Grant Manager in monitoring measurable outcomes as required by funding sources
- Compiles data, performs research for grant writers as requested
- Gathers statistics as required by funding sources
- Works with outside sources including, but not limited to, construction managers, engineers and community leaders
- Works with Grant Writers on writing grants
- Facilitates and works with Fiscal Manager on grant expenditures and receivables
- Supports and works with the Compliance Officer on required reporting
- Researches and seeks new grant opportunities to support various initiatives of the organization
- Other tasks as assigned or as needed for multiple, ongoing projects

Qualifications:

- Minimum 2-3 years Grant Administration Experience
- Experience with state and federal grants preferred
- Bachelor's Degree
- Proficient computer skills including excel, database and spreadsheet competence
- Must be detailed oriented, highly organized and have the ability to multi-task
- Proven track record of meeting multiple deadlines annually
- Exemplary communication skills