

Grant Coordinator, Women's Services Programs

The YWCA is committed to helping improve women's lives and removing barriers to self-sufficiency through child-care, parenting skills, financial literacy and health services. This position plays a critical role in our ability to achieve that objective.

BASIC PURPOSE:

The Grants Coordinator is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources. This position is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. The Grants Coordinator works closely with the Senior Leadership Team to ensure adequate funding is secured to support agency mission.

PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- 1. Adequate and appropriate grant funding is secured to sustain YWCA programming.**
- 2. Grant requests present accurate and compelling representation of program and agency.**
- 3. Funders and stakeholders receive appropriate acknowledgment and reporting of funds.**
- 4. Grant documents are organized and available for review as needed.**
- 5. Agency policy, procedures and outcomes are achieved; agency mission is supported.**

KNOWLEDGE/SKILLS:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.
- Demonstrated skills in planning and organization.
- Proficiency in Microsoft Office suite and database management.
- Ability to establish and maintain positive relationships with community groups.
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QUALIFICATIONS:

- Bachelor's degree in English, Journalism, Communications, Marketing, Library Science or related field
- Minimum of two years experience with grant writing, including successful solicitation of state and federal funding.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

The successful candidate will demonstrate skill in communication, organization and customer service; will be able to read, write and verbally communicate in English, and able to physically operate office equipment. Bachelor's degree in English, Journalism, Communications, Marketing, Library Science or related field, basic math and accounting skills and proficiency in Microsoft applications, including Word, Access, Excel, and PowerPoint are required. Previous

experience with non-profit fundraising. Experience working in deadline-driven environments. Verbal fluency in Spanish is preferred.

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short-and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. The YWCA of Metropolitan Dallas is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume with cover letter and salary requirements, along with a completed YWCA application via email to jobs@ywcadallas.org or fax to 214.584.2320. The application can be downloaded from our website at www.ywcadallas.org (click on ABOUT US, then click on JOB OPPORTUNITIES

YWCA Metropolitan Dallas
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No Recruiters/Agencies and No phone calls please