



## Grants Development Coordinator

**REPORTS TO:** Chief Operating Officer

**STATUS:** Full-Time

**CLASSIFICATION :** Non-Exempt

**LOCATION :** Columbia office

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### I. Position Summary

The Grants Development Coordinator will research funding opportunities and coordinate the preparation of funding applications for submission of new and continuing grants. This position will provide leadership and oversight to ensure the seamless, integrated coordination among departments at Children's Trust for the life cycle of assigned grants through project completion and will work in tandem with key program, operations, finance, and development staff. While several individuals and departments within the Children's Trust are involved in a variety of activities associated with each grant, the Grant Development Coordinator provides coordination and planning for the submission and reporting on assigned grants. The grants development coordinator will also write portions of and/or full grants as assigned.

### II. Duties and Responsibilities

Research and identify grant funding opportunities that are aligned with Children's Trust strategic plan and key initiatives; research and develop federal, state, and private grant-funding sources as assigned.

Develop high-quality proposals, letters of inquiry, concept notes, stewardship reports, and accountability reports—for a range of donors including foundations, public/private agencies, donor-advised funds, and corporations.

Provide technical assistance and training to departments in grant writing, preparation, and management.

Recommend, develop, and implement administrative procedures and controls for grant application processes in partnership with key program, operations, and finance leads.

Serve as the central contact position for assigned online grant application submittals and work in coordination with program officers, the director of grants and contracts management, and donor relations coordinator for reporting to private agencies regarding grants; maintain and organize grant materials in accordance with agency standards.

Develop a plan to include checklists and timelines for the submission of grants that is based on Children's Trust strategic plan; coordinate and participate in proposal planning meetings; Create, design, and implement processes and procedures related to proposal development and final reporting in collaboration with the director of grants and contracts management, the chief operating officer, and donor relations coordinator.

Generate and/or assist in the development and submission of proposals and supporting documents in response to solicitations.

Research current and prospective foundation partners, analyze grant-making strategies and histories to prepare or update partner profile documents.

Identify, cultivate, solicit, and steward grants from government, corporate, foundations, and private funders in collaboration with the chief executive and chief operating officers, senior leaders, and program officers.

Review proposals for grantsmanship, clarity, formatting, and adherence to funding solicitation guidelines and requirements.

Work with communications team to ensure grant awards are shared and promoted across the state and with targeted stakeholders noting impact and significance of each investment.

Attend and present when appropriate at local, state, and national events to enhance knowledge and professional development; assist in identifying current grant development research, key topics, and speakers/consultants for Children's Trust educational programming; and participate on state task forces and ad hoc committees when appropriate.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of the organization.

Perform other duties and responsibilities as requested with a professional, positive attitude and team spirit.

### III. Skills

A bachelor's degree in business, policy, social work, public health, or other related fields with three (3) years of experience in grants development and coordination.

Experience in writing highly competitive proposals in a fast-paced environment that clearly articulates the need for funding and the significance of the program for submission to local/regional/national private foundations, corporations, and public agencies.

Embody a solid understanding of budgets as they relate to proposals and grants.

Exhibit excellent written and verbal communication skills, be proficient in research, interpretation, and data analysis with the ability to work collaboratively and independently to achieve stated goals.

Possess intellectual curiosity; asks questions to learn, understand and recommend solutions.

Be a critical thinker, well-organized, and detail-oriented; demonstrated ability to be proactive and take initiative; work both independently and in a team setting; prioritize and manage multiple tasks.

Have good judgment, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interacting with trainers and trainees; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Have proficiency in software platforms and systems, including but not limited to Microsoft Products and the Blackbaud suite of products; SharePoint, Trello, and Zoom.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

*Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

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The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.