

Grants Team Coordinator

Background

Large development projects require significant funding, which can be augmented by applying for grants from foundations and local businesses. Our team of Grant Writers is engaged in a number of activities involving the research, application, and implementation of grants.

Job Description

The Grants Team Coordinator is responsible for the efficient and effective tracking of activities the Grant Writers are engaged in.

The duties of the Grant Team Coordinator include:

- Work with Grant Writers and Fund Development Director to add new projects and funding opportunities to status reports.
- On an ongoing basis, continue to monitor changes and updates and reflect these on status reports.
- Organize and keep current all documents and reports in the Grants Team Google Shared Drive.
- Keep Grants Team updated on the status of projects on a monthly basis and provide as needed reminders for upcoming deadlines.
- Attend monthly team calls or meetings and periodic meetings with Park leadership to discuss projects. Provide recap and follow up notes to the team.
- Serve as the point-of-contact on the corporate organizational chart for the Grants Team.

Required Experience

- Excellent detail orientation and follow up skills
- Very good skill level using Excel and Word

Required Training

Friends of Sleeping Bear Dunes will provide the necessary training and orientation.

Time Commitment

Time commitment is approximately 2-4 hours per week on an ongoing basis throughout the year.