



The Refuge Center  
FOR COUNSELING

## Job Description

Position/Title: Grants Coordinator

Organization: The Refuge Center for Counseling

Category: 15-30 hours per week

Location: Franklin Office

Reports to: Associate Director

**Purpose of the Position:** To raise funds for The Refuge Center in support of its charitable mission through grant funding. To build and maintain relationships with grant funders. To search for new ways to use grant proposals to bring broad understanding of The Refuge Center to the community. This position will develop and maintain the grant management cycle for The Refuge Center. The Grants Coordinator will work with our development team to both manage marketing and grant-writing for the Development team. The process includes researching, writing/editing, submitting and tracking proposals, award planning, reporting, and stewarding public and private grant funders.

### **SPECIFIC DUTIES**

*Manage all organizational grant writing for donation specific funders for both our Annual and Capital Fund*

- Perform all aspects of the grant application process, including researching, writing/editing, compiling supporting documents, submitting, and tracking grant proposals. Be available for all funder meetings/check-ins.
- Research best practices and community needs.
- Identify new corporate, foundation, church, family and government sources of funding.
- Initiate, maintain and cultivate communication with prospects and funders.
- Attend preliminary and informational meetings relevant to grant development, submission and/or on-going reporting, as appropriate.
- Maintain annual timetable for cultivation, grant submissions, stewardship, and reporting to achieve deadlines in a timely manner.
- Gather and submit progress reports as required by funders. Complete post-award activities, including facilitating outcome and financial data tracking with appropriate staff and any other activities necessary for grant compliance and reporting.
- Document grant funder data, outcomes and relevant feedback in donor database/grant calendar for effective grants management and tracking.
- Provide stewardship to funders, collaborating with program leaders and communication team to ensure appropriate recognition of funders.
- Update donor database with all funding opportunities, grants written, awards, and stewardship efforts as required.
- Update the agency's profile on required charitable accounts such as Giving Matters, GuideStar, etc., with current, complete information.
- Maintain knowledge of The Refuge Center's strategic plans and growth opportunities as they pertain to funding opportunities.
- Other duties as assigned.

#### Critical Qualities:

- A passion for our mission to offer high quality professional counseling services to everyone, no matter income level.
- Understanding of the importance of mental health, therapy, counseling and the confidential nature of our work.
- Can be flexible and prioritize responsibilities in a fast-paced changing work environment.

#### Skills, Education, Experience

- Bachelor's degree or applicable work experience equivalent, plus two years of documented experience in grant writing, or comparable writing experience. A proven track record in non-profit grant coordination is preferred.
- Strong written and verbal communication skills.
- Exceptional attention to detail with high level of follow through
- Effective at presenting numerical data to a variety of audience needs.
- Strong interpersonal, organizational and critical thinking skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality regarding sensitive information.
- High level of detail and accuracy.
- Exercises good judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Ability to write clearly and succinctly to a variety of audiences.
- Ability to analyze and interpret RFP's, manuals, guidelines, and contracts.
- Ability to work with math concepts, in relation to budgets and statistics.
- Ability to synthesize complex ideas quickly and in accessible fashion, verbally and in writing.
- Demonstrated proficiency with all Microsoft Office applications.