

Administrative + Grant Coordinator

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Martinsville, Indiana 46151
765-343-8030



Job Title: Administrative and Grant Coordinator
Reports to: Operations

FLSA: Non-Exempt

Job Summary

Overview:

The Administrative & Grant Coordinator is responsible for providing high-level administrative support to ensure the efficient operation of Stability First while managing all aspects of the organization's grant process. This role involves overseeing daily office functions, coordinating schedules, maintaining records, and facilitating communication across departments. Additionally, the Coordinator will research funding opportunities, develop compelling grant proposals, track applications and deadlines, and ensure compliance with grant requirements. This position requires exceptional organizational skills, attention to detail, and the ability to manage multiple tasks in a fast-paced environment. A commitment to fostering a collaborative and professional workplace is essential.

Key Responsibilities

- Administrative Coordination
- Manage day-to-day administrative operations, including distributing mail, maintaining office supplies, coordinating schedules, and organizing files and records.
- Ensure the office runs smoothly by maintaining an organized and welcoming environment.
- Serve as the first point of contact for phone calls, emails, and visitors, representing Stability First professionally and warmly.
- Facilitate internal and external communication by coordinating emails, newsletters, and announcements to staff, volunteers, and stakeholders.
- Schedule and organize meetings, prepare agendas, and record minutes as necessary.
- Maintain and update contact lists, calendars, and event schedules.
- Provide administrative support for events, programs, and initiatives, including handling logistics, registration, mailings, and correspondence.
- Assist in coordinating volunteers and resources for activities and outreach efforts.

Grant Research and Identification

- Identify and research potential funding opportunities from foundations, corporations, government agencies, and faith-based organizations that align with Stability First's mission and values.
- Stay informed on trends in philanthropy and relevant grant funding sources.

Grant Proposal Writing and Submission

- Develop and write compelling grant proposals, including narrative content, budgets, and supporting documents, that clearly align with Stability First's mission and programs.
- Ensure all proposals adhere to funders' guidelines and deadlines.

Grant Administration and Compliance

- Manage the administration of grant applications and maintain accurate records of grant submissions, deadlines, and reporting requirements.
- Ensure compliance with grant terms, conditions, and reporting standards, including financial and programmatic deliverables.

Tracking and Reporting

Monitor the progress of funded programs and projects to ensure grant objectives and outcomes are met. Prepare and submit timely progress and final reports to funders, ensuring transparency and accountability.

Collaboration with Program Staff

Work closely with program managers and leadership to understand project needs and ensure grant proposals reflect Stability First's goals and program requirements.

Coordinate with team members to gather necessary data, outcomes, and stories to strengthen grant applications.

Budgeting and Financial Tracking

- Assist in preparing accurate budget proposals and financial reports for grant applications.
- Track grant expenditures and ensure that funds are being used according to funder specifications.

Donor Stewardship and Relationship Building

- Build and maintain strong relationships with existing and potential funders, donors, and partners, ensuring they understand how their contributions support Stability First's mission.
- Represent Stability First to grantors, ensuring transparency and a positive image of the organization's work and impact.

Faith Integration

- Ensure that Stability First's Christian mission and faith values are reflected in all grant applications, reports, and communications with funders.
- Help communicate the faith-based impact of the organization's programs in both proposals and reporting materials.

Continuous Learning and Professional Development

- Stay current on best practices in grant writing, fundraising, and the non-profit sector, particularly in the faith-based community.
- Participate in relevant training, conferences, and events to grow skills and network with funding partners.

Other Duties as Assigned

This role may take on additional responsibilities or assignments as needed to support the goals of the organization. Flexibility and a willingness to contribute to various initiatives are essential.

Corporate Requirements:

- Demonstrates alignment with Stability First's mission and vision, ensuring actions and decisions reflect organizational values.
- Handles sensitive information with utmost confidentiality and discretion.
- Maintains required certifications, ensuring compliance with applicable standards and regulations.
- Exhibits flexibility and adaptability, responding proactively to shifting priorities and workload demands.
- Engages actively in required trainings, meetings, and professional development opportunities.
- Participates in community events and fundraising initiatives, representing Stability First with integrity and enthusiasm.

Qualifications:

- Bachelor's degree in business administration, communications, nonprofit management, or a related field preferred; equivalent work experience may be considered.
- Proven experience in administrative coordination and grant writing, preferably within a nonprofit or mission-driven organization.
- Knowledge of federal, state, and private grant opportunities, processes, and reporting requirements.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, including the ability to draft professional correspondence and reports.
- Attention to detail and a high degree of accuracy in handling data, records, and documentation.
- Proficiency in maintaining confidentiality and handling sensitive information with discretion.

Competencies:

- Grant writing
- Research and analysis
- Attention to detail
- Communication
- Project management
- Collaboration
- Financial acumen

Physical Demands:

- Must be able to bend, stoop, push, pull, reach, sit, stand, and walk for periods of time.
- Must be able to lift from the floor to waist up to 10 pounds frequently and up to 30 pounds occasionally.
- Visual and Cognitive Demands:
- Must have excellent communication and writing skills.
- Must be able to generate written reports or summaries using prescribed formats.
- Must be able to give and receive verbal and written instructions.
- Must have fine vision, sustained vision, and peripheral vision.
- Must possess sufficient eye/hand coordination to operate office equipment, including but not limited to phone, computer, calculator, and copier.

Work Location and Environment:

- Home-like and office settings with varying degrees of background noise.
- Lighting and ventilation as found in a typical home, school, or office setting.
- May involve some travel.
- This role is essential in ensuring the smooth operation of Stability First's administrative functions while securing and managing critical funding to advance the organization's mission.