

Grants Coordinator
Full-time/Benefits Eligible
Bilingual (English/Spanish) Preferred
Monday through Friday 8:30 pm to 5:00 pm
Annual Salary: \$60,000 (not negotiable)



PLEASE NOTE: if you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, ableism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

The Grants Coordinator position is responsible for the preparation, writing and submission of all proposals, letters of inquiry and grant applications. This position supports the Data Management Coordinator with preparation and submittal of quarterly and semi-annual progress reports to donors and funders. This position also researches new funding sources at local, state, and federal levels, as well as with corporate and private foundations. This position must work collaboratively with all other areas of the agency and will have exposure to information that is highly confidential in nature. Confidential, privileged, and proprietary information must be kept confidential during and after employment.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do
- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members
- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives

- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff
- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

- Coordinates, oversees, writes, and submits all grant proposal activities for the agency, including a significant number of government grants/contracts
- Closely monitors and tracks submission and other key deadlines for all renewal and new proposals, letters of interest, donor reports, etc.
- Regularly conducts research to identify new potential government and private grant funding sources
- Works closely and efficiently with others in the agency in gathering needed information to complete proposals, and reports.
- In coordination with the Data Management Coordinator, prepares and submits quarterly and/or semi-annual reports as required for foundation and corporate funders, and contributes to the preparation of narratives needed for government grant reporting
- Maintains grants calendar with attention to application dates and deadlines and reporting dates.
- Maintains master grant files, and tracks both grant approval and contract execution processes
- Occasionally attends bid conferences and meetings as a representative of the agency

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 3 years of work, professional or life experience (personal), in the following areas:

Note: *Emerge recognizes that the required skills and knowledge needed to serve survivors of domestic abuse can be derived by formal professional experience as well as other life experience outside of a professional setting. Applicants will be asked to make direct connections between their work/life experience and the required qualifications. We value the added foundation of formal education, however, any years spent in an educational institution will not count directly toward the number of years required/preferred.*

- Experience writing grant proposals in a nonprofit setting including funding applications for local, state, and federal government grants as well as foundations, corporations, and individual donors
- Experience preparing and submitting grant performance reports to government and private funders

- Knowledge and practice working with how gender identity, race, class, ability, and sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence
- Willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable, and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability

PREFERRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 5 years of work, professional or life experience (personal), in the following areas:

- Bilingual (English/Spanish)
- Experience in the human services field
- Basic understanding of the dynamics of domestic abuse and/or sexual abuse

REQUIRED COMPETENCIES

- Demonstrated technical writing skills
- Ability to comprehend and communicate program and service delivery needs
- Experience researching and identifying funding sources
- Experience researching data needed for funding proposals
- Experience interpreting requests for proposals and funding and reporting guidelines
- Excellent communication skills, both verbal and written
- Ability to manage multiple projects
- Ability to meet deadlines and establish realistic timelines
- Excellent critical and creative thinking
- Basic budgeting knowledge
- Intermediate to advanced computer skills including e-mail, calendars, and document processing
- Experience with grant tracking software, spreadsheets, and databases
- Ability to be a liaison and network with other agencies
- Ability to work effectively as a team member
- Ability to work well independently and be self-motivated
- Effective time management skills

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance (as applicable)

PHYSICAL DEMANDS

- Must be able to sit or stand during an 8–10-hour workday.
- Must be able to lift twenty-five pounds

Emerge is an equal opportunity employer

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