

## Grants Coordinator

November 2018



The Florida Humanities Council (FHC) seeks an experienced professional to coordinate and implement the administrative processes related to its competitive grantmaking program. The Grants Coordinator works under the direction of the Associate Director on the statewide development and implementation of FHC's grant program, manages day-to-day operation of grant processes, and serves as a key liaison to current and potential grantees.

### Key Responsibilities:

- Work closely with the Associate Director to contribute to the implementation of grantmaking strategies and priorities to support current and new organizational partnerships statewide
- Maintain, update and ensure accuracy of grant and program management databases
- Field grant inquiries and serve as a primary point of contact for the community project grant program
- Review proposals submitted for consideration and prepare appropriate acknowledgement letters, grant agreements, decline letters and other correspondence to applicants and grant recipients
- Track submittal of grantee reports and prepare monthly and summary reports for FHC staff and board
- Ensure grants are in compliance with applicable government-wide regulations and reporting requirements
- Make frequent site visits to funded projects statewide
- Update and publish online grant applications using specialized software
- Troubleshoot program errors, working with the FHC Website Administrator and the online application vendor as needed
- Maintain the grants section of the FHC website in conjunction with the Website Administrator and the Communications Manager
- Assist with supplying information needed for FHC outreach including e-news, website, annual report and legislative reporting

### Job Qualifications:

- Bachelor's degree with at least 3-5 years' experience within the non-profit and/or philanthropic sector
- Demonstrated administrative and database management experience
- Considerable experience providing administrative support in a busy environment
- Outstanding oral and written communication skills
- Proficiency in Microsoft Office products
- Ability to establish and maintain effective working relationships with a wide range of individuals and organizations statewide
- Self-starter and self-reliant but able work successfully as part of a team
- Familiarity with Florida

This full-time position requires regular statewide travel, some irregular work hours, and occasional out-of-state travel. The position reports to the Associate Director.

### How to Apply:

Email your resume, cover letter, and salary requirements to [pputman@flahum.org](mailto:pputman@flahum.org). Please include "Grants Coordinator – YOUR NAME" in the subject line. No phone calls please. Applications accepted until position is filled. Interviews will begin in December 2018.

The Florida Humanities Council is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is thereby inclusive in its employment practices. Compensation includes a package of health, retirement savings and other benefits.