



of Greater Philadelphia  
& Southern New Jersey

1901 S. 9<sup>th</sup> St.  
Phila., PA 19148  
215-735-7775  
girlsincpa-nj.org

## Grants Coordinator

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. Girls Inc. responds to the changing needs of girls through research-based programs and public education efforts that empower girls to understand, value, and assert their rights.

**Position Summary:** The Grants Coordinator is responsible for managing the portfolio of government, foundation, and other grants. Identifies grants' opportunities, works with the Executive Director and Program staff to develop grant applications and is responsible for grant administration.

### Reports to: Executive Director

#### Grant Writer Job Responsibilities:

- Researches and evaluates grant opportunities. Works with the Executive Director and program staff to develop grant opportunities and to complete and submit grant proposals.
- Tracks all grant funding including upcoming deadlines, submitted applications, and funded applications. Completes and submits all required reports and documentation for funders.
- Prepares proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.

- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

**Position Requirements:**

- An articulated belief in the mission of Girls Inc.
- Bachelor's degree required, preferably in marketing, communications, or related field.
- Minimum two years of experience in grant writing, fundraising, marketing, or related field.
- Superior communications skills emphasizing the ability to write for a variety of audiences.
- Independent, self-directed worker with a high degree of professionalism.
- Ability to handle multiple projects simultaneously.
- Advanced skills in the use of Word, Excel, & Powerpoint. Additional skills in the use of Photoshop, Adobe InDesign, and Adobe Illustrator are highly desirable.
- Previous experience with data management or transferable skills with a proven track record of success a plus.
- Integrity.
- Ability to work flexibly in a fast-growing, entrepreneurial atmosphere.
- A sense of humor.

This is a full-time exempt position. Part-time applicants will be considered.

Salary range: \$35,000 - \$42,5000 based on experience.

Full benefits package

Please send resume and cover letter to [dherrin@girlsincpa-nj.org](mailto:dherrin@girlsincpa-nj.org).