



Job Title: Grant and Compliance Coordinator  
Department: Development and Marketing Department  
Payroll Status: Non-Exempt  
Reports To: VP Development and Marketing  
Preparation Date: 4/21

**REPORTING RELATIONSHIP:**

The position reports to the VP Development and Marketing and collaborates with the Executive Director and all departments within the agency.

**POSITION OVERVIEW:**

The Grant and Compliance Coordinator, under the guidance of the VP Development and Marketing will be responsible for overseeing the compliance of all government grants for programming. This position will ensure contract compliance requirements are met and will serve as the internal liaison to Client Services and Development staff in their roles as they relate to grant compliance and reporting.

This position is responsible for all aspects of raising financial support from foundations, corporations, and government sources requiring proposals for both unrestricted and restricted projects.

**POSITION RESPONSIBILITIES:**

- Research and write grant applications/LOIs that result in funds for agency programs and/or expansion of services, which includes, drafting and editing letters of intent, grant proposals, online submissions, acknowledgements, reports, and necessary supporting documents for complex proposals to current and prospective funders.
- Track and write end of cycle reports on annual grants
- Oversees grant tracking and coordination in collaboration with VP of Development and Marketing and Executive Director.
- Consistently update grant language and work with VP of Client Services to develop and implement processes to ensure grant compliance and define annual goals.
- Compile grants reimbursement request with assistance from Finance Team.
- Oversee all grants and contracts and ensure all are consistently aligned with grants and program budget throughout the grant/fund period
- Identify potential areas of compliance risk; remain informed of all compliance changes, activities and identify trends; communicate appropriately with staff concerning policies, procedures and updates.
- Manage the identification, research, cultivation, solicitation, recognition, and stewardship of grant funders in collaboration with the VP Development and Marketing and Executive Director



- Works collaboratively with Development staff in the research, solicitation, cultivation and stewardship of new and existing donors and funders.
- Work closely with the Client Services and Development staff to gather needed application and report information; provide on-going report of grants progress quarterly.
- Work with Finance Team to maintain contracts, grants, expense budgets and analysis accounting to ensure accuracy.
- Manage existing grants by: Developing and maintain a grant calendar for all funding requests as well as tracking grants; developing internal reporting systems; writing reports; maintaining excellent historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Solicit, monitor and manage grants and foundation revenue goals.
- Maintain up-to-date records and paper files (as needed) in Donor Perfect as well as on the organization's shared drive.
- Works with Development staff on an on-going basis to accomplish department and agency goals.
- Prepare written and statistical reports for various audiences.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **GENERAL SKILLS AND QUALIFICATIONS:**

- Bachelor's degree in Journalism or English preferred, or equivalent combination of education and experience.
- Certification in fundraising and/or grant writing and management, preferred, but not required.
- 2-years of grant writing experience
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
- Experience with budget and program development and monitoring.
- Expertise in contracts and agreements.
- Proven successful track record of raising foundation and government funds.



- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Excellent organizational and detail management skills.
- Proficiency of donor management software to ensure proper entry of grant information and reporting data.
- Effectively function in team environment with staff, volunteers, board and committee members.
- Supports Arlington Life Shelter's mission and understands how it is organized and functions as a non-profit organization.
- Positive collaborative spirit and team-oriented attitude.
- Is able to work equally well with staff members, clients and volunteers.
- Is able to relate well to persons with varied backgrounds and beliefs.
- Knowledge of Microsoft Office programs.
- Knowledge of the fund-raising process and the concepts of donor relations and communications.
- Participates in shelter events as requested by VP of Development and Administration.
- Available to work some evenings and weekends.
- Ability to provide professional references and clear extensive background checks.
- Possess reliable transportation and a valid Texas driver's license.
- Other Duties: In accordance with the team philosophy of the agency, will routinely be required to carry out or assist with other tasks in addition to the activities listed above, as assigned by supervisor.

### **CHALLENGES OF THE POSITION**

The challenge to the individual holding the Grant and Compliance Specialist position is functioning in an environment characterized by growth and transition. On an ongoing basis, the main challenge is an ability to thrive in an environment that requires significant self-initiative, flexibility, anticipate project needs, manage multiple projects at once, and collaborate among many team members both internal and external to Arlington Life Shelter.

### **PHYSICAL EFFORT**

Position requires sitting or standing for extended periods of time and speaking over the telephone.

### **LIMITATIONS AND DISCLAIMER**



The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as required by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Individuals interested in applying for this position, should send a cover letter and their resume to [admin@arlingtonlifeshelter.org](mailto:admin@arlingtonlifeshelter.org).