

# LEDGE LIGHT HEALTH DISTRICT

## Job Description Grants Coordinator

### I. **CLASSIFICATION:**

This is a non-exempt, regular employee position. This may be a full or part-time position, dependant on the needs of the District. This is a mid-level, non-supervisory position.

### II. **PURPOSE:**

The primary responsibility of this position is to monitor the programmatic and financial activities of and provide support for District's grant and contracted funded activities.

### III. **SUPERVISION:**

Reports to the Supervisor, Administration/Finance or Deputy Director.

### V. **SPECIFIC RESPONSIBILITIES:** (Examples – not a comprehensive listing)

- Works with Grants Manager to review grant programmatic and financial activity and deliverables.
- Monitors program memorandum of agreements, sub-contracts, and reporting deadlines and status and initiates necessary actions and follow-ups.
- Works with funding and partner agencies to meet documentation and reporting requirements of grants.
- Prepares funder invoices.
- Maintains employee percent effort distribution and documentation.
- Monitors, documents and reports in-kind contributions to grants.
- Researches new grant opportunities.
- Assists with new and renewing grant application submissions by completing administrative forms as required by the request for proposal.
- Performs other related activities for the completion of grant applications and project contracts and sub-contracts.
- Maintains grant files.
- Other duties as are required or requested.

### VI. **Minimum Qualifications:**

- Bachelor's Degree. A combination of education and experience may be considered in lieu of a four-year degree.
- Minimum 3 years' experience working with federal, state and/or foundation grants.
- Computer skills, including knowledge and proficiency of Microsoft Office and email capabilities.
- Ability to relate well with all segments of the public.
- Must be accurate in work produced.
- Must be organized.
- Must have a reliable attendance record.
- Strong communication and time management skills.
- Ability to honor confidentiality requirements.

**VII. Personal Attributes:**

Ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff as a team player.