



Department: Administration
Status: Full-time, Non-Exempt
Supervisor: Executive Director
Approved By: Caedy Minoletti, ED

Position Title: Grant Administrator
Mandated Reporter: No
Salary: \$19-22/hour
Date Approved: 03.14.2022

Position Summary: The Grant Administrator is responsible for developing, reviewing, researching, and reporting on grants that support the mission of One Safe Place. The Grant Administrator prepares grant proposals and grant performance reporting to secure funding for the agency. Responsible for maintaining the agency's client database and ensuring data quality, by training staff and providing on-going procedural updates. The Grant Administrator also assists with the creation and management of operating budgets and maintains detailed financial records associated with grant management under the supervision of the Executive Director.

ESSENTIAL JOB DUTIES:

- Responsible for preparing grant proposals, coordinating their preparation and ensuring they are submitted to the funding sources on a timely basis. Responsible for on-going grant reporting and overall grant management.
- Search for and research funding sources to support the agency's mission and/or expansion of services under that same umbrella; this could include participating in new programs, and projects with partnering agencies
- Maintain a comprehensive grant log and contract/agreement log per funding pipeline and annual calendar.
- Prepare statistical reports to funders, management, and board members when due or requested.
- Implement data collection procedures that optimize efficiency, data quality, and integrity; this includes on-going training to staff per changes to practices and procedures.
- Maintain database documentation procedures for continuous quality improvement.
- Complete database support/help tickets in a timely manner.
- Assist with creation and management of operating budgets and maintaining detailed financial records associated with grant management under the supervision of the Executive Director.
- Establish professional relationships within community partners to ensure the quality of the agency's network and local resources.
- Act as the Custodian of Records on behalf of One SAFE Place.

ADDITIONAL JOB DUTIES:

- Maintain project records and prepare all modifications to resolve various application issues for grant funds, including ensuring the implementation and tracking of special award conditions included in each award/subaward agreement, as needed, to maintain compliance.

- Respond and contribute to the strategic and organizational needs of agency.
- Present funding-related information to management and Board of Directors.
- Create presentations for potential funding opportunities with public speaking requirements.
- Provide technical assistance to program management and staff by referencing grant guidelines to ensure compliance.
- Provide accounting functions within the accounting system as needed.
- Cooperatively work with the agency management team for overall agency sustainability.
- Embody the agency's core values and operating principles.
- Other duties as assigned.

Qualifications:

- Associate degree preferred.
- One year of grant administrative experience within a non-profit organization.
- One year experience utilizing a multi-faceted database. Experience with ServicePoint software a plus.
- Proficiency with Microsoft Suite – Word, Excel, Outlook, and PowerPoint.
- Experience with Blackbaud accounting software a plus.
- Excellent oral and written communication skills, including ability to speak effectively in public and facilitate group discussions as needed.
- Ability to relate to others in a non-judgmental, empathetic, and supportive way.
- Ability to work both independently and as a team member.
- Ability to represent One SAFE Place professionally on agency business, including willingness to adhere to agency dress code policy.
- Ability to practice balance and self-care while meeting the demands of a crisis center.
- Ability to maintain good rapport with Staff, Board Members, Volunteers and Donors.
- Knowledge and support of issues as described in OSP's Mission Statement.
- Maintain a working knowledge of community resources.
- Awareness of the various aspects of physical, sexual and emotional violence.
- Access to reliable transportation.
- Successful completion of One SAFE Place's 66-hour domestic violence and sexual assault Crisis Intervention Counselor training (post-hiring requirement).
- Ability to provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- Ability to pass a background investigation, including willingness to be fingerprinted and undergo pre-employment drug testing.

ADA Job Characteristics

Work environment is primarily in an office setting. Local travel (driving) may be required to attend off-site meetings, as needed. Lift and carry 25 lbs., extend both arms above the head and/or reach below the waist, stoop, squat, crawl, bend the back or open lower-level filing drawers, or to retrieve stored items, climb a ladder or stairs, or use an elevator. Sit frequently and/or stand when filing, using copier, etc. Use fine manipulation (hands and wrist) to operate a keyboard, take notes; utilize desk calculator, file and copy documents. Corrected vision to normal range. Speak in normal vocal tone and range and communicate clearly and concisely to others. Apply normal reasoning and detail as required in the accomplishment of job duties.

Core Competencies:

- **Mission:** Accepts and demonstrates One SAFE Place’s mission and vision is to provide intervention and safety to a community affected by domestic and sexual abuse. Our vision is a community free of domestic and sexual abuse. We will do this by committing to serve the community with Integrity, Excellence, Compassion, Teamwork, and Respect.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Build rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively and takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better working environment. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed personal and agency goals.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Has functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Please note that One SAFE Place serves survivors of all genders. If you are also a survivor, we trust that you are in a place of personal healing where you can remain client-focused and manage personal challenges that may arise. You are always encouraged to check in with the director and your supervisor as needed for additional support.

One SAFE Place is an At-Will Employer
One SAFE Place is an Equal Opportunity Employer

Signature: _____ **Date:** _____