**Grants Development Coordinator**

The Grants Development Coordinator will research funding opportunities and coordinate the preparation of funding applications for submission of new and continuing grants. This position will provide leadership and oversight to ensure the seamless, integrated coordination among departments at Children’s Trust for the life cycle of assigned grants through project completion and will work in tandem with key program, operations, finance, and development staff. While several individuals and departments within the Children’s Trust are involved in a variety of activities associated with each grant, the Grant Development Coordinator provides coordination and planning for the submission and reporting on assigned grants. The grants development coordinator will also write portions of and/or full grants as assigned.

**Qualifications**

A bachelor’s degree in business, policy, social work, public health, or other related fields with three (3) years of experience in grants development and coordination.

Experience in writing highly competitive proposals in a fast-paced environment that clearly articulates the need for funding and the significance of the program for submission to local/regional/national private foundations, corporations, and public agencies.

Embody a solid understanding of budgets as they relate to proposals and grants.

**Benefits**

Children’s Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

**Salary Range**

$51,669- $72,337

**Hiring Range**

Min: $60,003 Max: $64,250

*You can find out more about our mission at* [*www.scchildren.org*](http://www.scchildren.org)*. A more complete description of this position can be found at* [*www.scchildren.org/employment*](http://www.scchildren.org/employment)*.*

Email cover letter and resume by June 23 to aneely@scchildren.org subject line ***Grants Development Coordinator*** or mail to P.O. Box 11644, Columbia, SC 29211.