



MIRCI

mental illness recovery center, inc.

GRANT COORDINATOR

Function:

Under direct supervision of the Chief Operating Officer, the Grant Coordinator will identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end.

Employee Classification:

Considered a professional, exempt position that is regular full-time.

Examples of Work:

- Researches various types of grants available and the criteria to qualify for each.
- Discusses available sources of funding with administrative managers.
- Compiles necessary information for the application process through collaboration with other employees, database research, and other fact finding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by the grant.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
- Develops and maintains master files on grants and paperwork connected to programs funded by grants.
- Performs other related duties as assigned.
- Maintains a tracking system to manage applications and reports.

Knowledge, Skills and Abilities:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Thorough understanding of effective grant writing techniques.
- Excellent project management skills and ability to meet deadlines and meticulous with details.
- Ability to interpret financial data and prepare budgets and financial grant reports.
- Proficient in Microsoft Office Suite or related software.
- Familiarity with donor management software.

Minimum Requirements:

- Bachelor's degree in related field required.
- At least 3 years of experience in grant writing experience highly preferred.

Please email a letter of interest and resume to Anita Floyd, afloyd@mirci.org or apply via [LinkedIn](#)

MIRCI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all team members. This job ad is intended to attract candidates and is not a full job description.