

Position Title: National Grants Coordinator

Reports To: National Council Chief Development Officer

The National Grants Coordinator (the Coordinator) ensures the successful execution and reporting of grants provided by the National Council to SVDP Councils and Conferences. The Coordinator assists grantees in complying with the grant requirements; sharing practices among other grantees and where appropriate, with the larger SVDP community; and ensures proper and timely reporting of grant results and impact.

Grant Funded, Full time

This position is funded solely through outside grant income. Should this funding be discontinued at any time, the position must be eliminated.

Key Responsibilities:

- Coordinates Request for Proposal activities of National Council grants once authorized and funded. Drafts/edits RFPs for leadership approval, sends RFPs to appropriate Councils and Conferences; evaluates returned Letters of Intent for program, financial, governance and other qualifying factors; submits LOIs and comments to appropriate grant evaluation committees; communicates successful and unsuccessful grant results to applicants.
- Upon grant approvals, works with National Council finance staff to assure proper distribution of grant funds and accompanying materials to successful grant applicants.
- Assists grantee Councils and Conferences with program information and tools; training resources; access to program, financial and evaluation forms, tools; and grant participant contact information for sharing purposes.
- Travels to grant programs in operation as time and grant-related funds provide.
- Regularly communicates with grantees to evaluate progress, address challenges and concerns, provides lessons learned from fellow grantees, monitors program adherence and integrity, and otherwise supports each grantee toward successful grant conclusion.
- Collects required reports from grantees, assimilates program, financial and other information; provides quality compliance information to National Council and grant funder(s).
- Writes interim and final grant reports for National Council leadership and grant funder(s).
- Provides grant information including results, photos as applicable, impact statements and other materials for the National Council's website, databases, National Council Board, Staff and Committees, public and member communications etc.
- Maintains confidentiality about any proprietary data and privileged information concerning SVdP, its donors, staff, members, volunteers, entities and programs.
- Supports and assists in the implementation of the National Strategic Plan goals.
- Other assignments as determined by the National Council Chief Development Officer and/or the Chief Executive Officer.

Key Competencies of the Position:

- Understanding of the Society of St. Vincent de Paul; its mission, vision and values.
- Basic knowledge of fundraising principles, fundraising strategies and ethics.
- The ability to develop and sustain positive relationships with individuals and corporations.
- Ability to collaborate with others in implementing projects and campaigns.
- Strong organization skills, ability to prioritize and manage multiple projects simultaneously and meet deadlines.
- Willingness to function as part of a team.
- Ability to deal responsively with internal and external customers.
- Commitment to internal and external confidentiality and discretion.
- Writes clearly and informatively.
- Ability to develop a comprehensive project plan to achieve desired outcomes and detailed project timelines/schedule of work.
- Identifies and resolves problems in a timely manner.
- Track project performance, specifically the ability to analyze the successful completion of short and long term project goals.
- Knowledge of Systemic Change principles, and knowledge of workforce development principles and strategies, specifically non-college degree strategies, desired.

Skills, Knowledge and Experience Requirements:

- Project management skills with the ability to coordinate dozens of grant/projects simultaneously.
- Strong formal report writing skills and the ability to accurately and compassionately tell a story from a data set.
- Knowledgeable and experience with managing grants and/or other project management skills.
- Excellent interpersonal communications – face-to-face, writing, phone, email, etc.
- Experienced in public speaking with the ability to develop and make presentations to SVDP leadership groups.
- Program development and training experience.
- Experience with Excel, Word, donor software management systems and program/project management software.
- Self-initiates workload, considers themselves a self-starter and independent worker.

Scope/Complexity:

- Enhances the operational effectiveness of the National Council Office staff.
- Ability to develop relationships with a diverse population (individuals and other prospective funding sources or prospective partners such as: foundations, corporations, small to large businesses, universities, other nonprofits).
- Requires willingness and ability for limited overnight travel nationally.
- Requires the ability to have a flexible work schedule during peak periods of work.

Accountability:

- Supports the Rule (SVdPUSA governance manual) and By-Laws of the Society of St. Vincent de Paul.
- Adheres to policies and procedures of the Society and all pertinent legal regulations.
- Prepares and accomplishes annual performance objectives.
- Participates in annual self-evaluation and performance review.