

## Willis Dady Emergency Shelter

**Job Title:** Grants Coordinator

**Immediate Supervisor:** Development Coordinator

**Agency Overview:** Since 1987, Willis Dady Homeless Services has been working to fulfill our mission of *empowering all experiencing homelessness to build futures of self-sufficiency through advocacy, housing, and employment*. Willis Dady offers robust and individualized services through 8 programs to individuals and households experiencing homelessness in Linn County, Iowa. Willis Dady is committed to partnering across sectors/industries to provide the most innovative and comprehensive homeless services in our community.

**Position Summary:** The Grants Coordinator will be responsible for researching, developing, writing, and submitting grant proposals and external communications to secure funding from private foundations, corporations, and federal, state, and county agencies. This role requires excellent research, writing, and communication skills, as well as a strong understanding of the nonprofit sector and grant funding processes. The Grants Coordinator will work closely with the development team, program managers, and leadership to align funding opportunities with the organization's mission and strategic goals.

Initiative, follow-through, problem solving, a high level of attention to detail, and flexible scheduling are essential to the Grants Coordinator's success. The position is full time (40- hours per week) starting at \$20.19/hr and a competitive benefits package: 75% of total health premium covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment. Willis Dady is a federal student loan forgiveness qualifying agency.

### **To Apply**

Please submit a resume, cover letter, and contact information for three professional references to Allison Hein, via email at [allison@willisdady.org](mailto:allison@willisdady.org) or via mail at 1247 4<sup>th</sup> Ave. SE, Cedar Rapids IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted until the position is filled.

### **Requirements**

The Grants Coordinator must be self-driven and motivated to work with people experiencing homelessness and engage with the Cedar Rapids and broader community.

Qualified candidates must have:

- 2-year degree a minimum 2-years' experience in grant writing, fundraising, and/or non-profit development. Alternatively, 5 years' experience in lieu of a degree.
- Proven track record of successfully securing grants from private foundations, corporations, and government agencies.
- Align with agency core values: Support, Stability, and Opportunity: Empowerment: Equity and Inclusion: Meet People Where They're At: Energy, Enthusiasm, and the Courage to Lead: Acting with Integrity: Community.
- Have no serious misdemeanor or felony convictions for the last 7-years
- Ability to travel throughout Linn County, a valid driver's license, and access to a reliable vehicle. All work-related travel expenses will be reimbursed by Willis Dady.
- Ability to work well independently and with a team. Must have time management skills to make independent decisions about schedule, travel, etc. Must be able to communicate effectively and professionally with all team members.
- Strong verbal and written communication skills.
- Demonstrated openness and respect for all clients regardless of personal differences
- Proficiency in Microsoft Office, GoogleSheets, and social media is required
- Knowledge of non-profit sector, budgeting, and financial reporting is preferred

### **Principle Responsibilities/Duties**

- **Grant Research & Identification:** Identify and research potential grant opportunities from foundations, corporations, and government sources that align with the nonprofit's mission and fill programmatic budgetary gaps.

- **Proposal Development & Writing:** Write compelling, persuasive, and well-structured grant proposals, letters of inquiry, and funding requests tailored to each potential applicant.
- **Grant Submission & Management:** Ensure timely submission of grant applications and proposals, meeting all deadlines and requirements.
- **Compliance & Reporting:** Track and ensure compliance with grant requirements, including submission of reports, budgets, and necessary documentation.
- **Relationship Building:** Cultivate and maintain relationships with grantors as able, including foundation representatives and government grant officers.
- **Collaboration:** Work closely with agency program directors to gather necessary information, including program descriptions, budgets, and impact data, to strengthen proposals.
- **Grant Tracking & Data Management:** Maintain accurate records of all grant submissions, awards, reporting deadlines, and communications with funders. Complete required quarterly and annual reporting including the development of the agency annual report.
- **Fundraising Strategy Support:** Assist development team in developing long-term grant and fundraising strategies to increase and diversify revenue streams.
- **External Communications:** Serve as a supportive writer on various communication projects within the development team including utilizing data to create visual representation of outcomes as requested.

#### **Administrative**

- Maintain agency record keeping and all communications in a confidential manner as per agency and program policies
- Become certified in Mental Health First Aid, De-Escalation, and Trauma Informed Care within 90-days of employment. Attend additional trainings as required.
- Represent the agency at community and fundraising events as assigned.
- Demonstrate a positive attitude and professional manner, both in appearance and actions in carrying out job responsibilities.

#### **Other**

- Maintain established schedule; inform supervisor and coworkers of absences or tardiness in advance. Any meetings that will be impacted by a change in schedule must be notified and alternative arrangements must be made.
- Attend all staff meetings including a monthly all-staff meeting and community meetings as scheduled and assigned.
- Attend trainings as required and pursue professional and agency development according to agreed-upon goals.
- Adhere to and enforce all agency and program guidelines, policies, and procedure with the ultimate goal of meeting our agency mission, vision, and values.

*It is the policy of Willis Dady Emergency Shelter to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.*