

**POSITION DESCRIPTION**

**TITLE:** Project Coordinator

**DEPARTMENT:** Administration

**REPORTS TO:** Unit Director, Executive Director

**FSLA STATUS:** X Exempt Non-Exempt

**PRIMARY FUNCTION:**

Responsible for maintenance of local, state and federal grants and maintenance of grants data entry requirements including timely submission of grant reports. Coding all purchases and supply requests to appropriate budget category and budget oversight with financial analyzation.

**KEY ROLES (Essential Job Responsibilities):**

* Provides assistance and direction to the Executive Director. Develops partnerships with Club staff, members, parents, supporters, other Clubs, media, vendors, and other non-profit groups to establish links to community.
* Provides assistance in development implementation and monitoring of annual budget, controlling expenditures with in the budget and maintaining financial income records in accordance with standards.
* Aids in identification of prospects for new development/fundraising opportunities; suggests cultivation/solicitation strategies. Additionally, develops and maintains quality relationships with grant monitors and representatives for existing funding sources.
* Works with Board and CPO to plan and execute resource development plan.
* Secure funding of government grants and programs, foundation grants, etc., and work with CPO to develop new sources of income to help diversify the funding streams available to the Club.
* Manages multiple projects, coordinates detailed information systems and develops logical, accurate and persuasive written documents. Plan, develop, implement and evaluate program data in order to visualize specific needs of both club members and their parents. Compile regular reports reflecting all outcomes through data collected.
* Coordinate with administrative staff to ensure that program and grant guidelines are followed and that services are carried out per grant agreements.
* Maintains corporate and foundation grants calendar; reports on current status of all corporate and foundation proposals. Monitors grant restrictions to comply with funding agency.
* Helps identify local, state and national corporate and foundation grant opportunities. Collects and maintains local, state and national Boys & Girls Clubs statistics and information.
* Works with Club staff to identify program needs and to develop funding proposal concepts.
* Serves as a resource to all necessary program staff to ensure quality implementation and coordination of grant funded programs including budgeting and program goal setting.
* Develops a monthly funding prospect report.
* Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES:**

* Recommend purchase of supplies and equipment.
* Work with staff on assigned special events.
* Exercise authority in problems relating to members and parents when needed.
* Required to maintain Class E license and drive Club vans when needed.
* Maintain working relationship with the R-1 Schools to coordinate, administer, facilitate and acquire grant funding.

**SKILLS/KNOWLEDGE REQUIRED:**

* Bachelor’s degree in Human Service field or child care related field preferred.
* Two years work experience in Boys & Girls Club or similar organization planning and supervising activities based on the developmental need of young people.
* Excellent written and verbal communication skills.
* Working knowledge and skills in use of technology/computers.
* Demonstrated ability in working with young people, parents and community leaders.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_