



**BOYS & GIRLS CLUB**  
OF THE HEARTLAND

**POSITION DESCRIPTION**

**TITLE:** Grants Administrator (Part Time)  
**DEPARTMENT:** Administration  
**REPORTS TO:** COO, Dotted like to Unit Directors  
**FSLA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

Responsible for the full-lifecycle grant management program; encompassing initial prospect discovery, proposal development, funding acquisition, and the execution of post-award compliance and reporting requirements. Maintain ownership for maintenance of existing grants data entry requirements, timely submission of grant reporting, administration of purchases and supply requests and entry to appropriate budget category and budget.

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

- Own the full-lifecycle grant management, encompassing initial prospect discovery, proposal development, funding acquisition, and the execution of post-award compliance and reporting requirements.
- Uses existing and new (self-identified) resources to identify grants for BGCH to apply. Develop cultivation/solicitation strategies, develop and maintains quality relationships with grant monitors and representatives for existing funding sources.
- Works with BGCH (Club) Executive team to plan and execute grant development plan.
- Create and maintain relationship with BGCA and BGC Missouri Alliance and local R-1 schools to identify new grant opportunities and satisfy reporting requirements.
- 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 grants calendar; reports on current status of all proposals. Monitors grant restrictions to comply with funding agency.
- 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 with grant scopes.
- Work with staff on assigned special events.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree in Humanities, English, Writing, or Communication preferred.
- Two plus year writing and administering grants at local, state, federal, and foundational level.
- Excellent written and verbal communication skills.
- Two years' work experience in Boys & Girls Club or similar organization planning and supervising activities based on the developmental need of young people.
- Working knowledge and skills in use of technology/computers.