

Grant Administrator

ABOUT: Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

POSITION SUMMARY:

Under the supervision of the Director of Resource Development, the Grant Administrator will be responsible for developing grant strategies based upon its capacity, required program support and mission as it relates to the focus of the grantor, family foundations, and contracts with government entities requiring a proposal application. The candidate must have experience in researching grant funding opportunities, preparing and writing grant proposals, developing grant budgets, and experience in sponsored program compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include the following, and other duties may be assigned:

- Writes, edits, proofreads, and submits grant proposals, letters of inquiry, acknowledgment letters, final reports, budget documents, and other materials
- Ensures prompt acknowledgment of all gifts related to foundation giving
- Tracks gifts and goals, meets deadlines for proposals and reporting
- Maintains accurate records for all actions, gifts, and relationships
- Plans and produces budget documents, program activity reports and other updates in collaboration with program directors
- Works with staff, board, and other internal and external partners to set and achieve goals, produce written materials, and meet grant expectations
- Represents Jewish Community Services to internal and external partners to grow and maintain key relationships
- Schedules and coordinates agency site visits with individual, corporate and foundation representatives
- Assists Resource Development Department with other writing tasks and special projects as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Communications, Business Administration, Social Work, or related field, required. A combination of education and related experience may substitute for education requirements.
- Minimum 3-5 years' experience in grant writing, editing, communications, and/or other aspects of nonprofit administration, required.

- Excellent presentation skills
- Proven positive, highly professional interpersonal skills required in establishing and maintaining effective working relationships with employees, other departments, foundation and corporate managers, donors, volunteers, and the general public
- Strong computer skills and the ability to use Microsoft Office effectively (Word, Excel, PowerPoint and Outlook)
- Strong analytical skills for interpreting research and preparing reports, proposals and recommendations
- Extraordinary written communication skills and the ability to write clearly and informatively
- Assertive, professional, personable self-starter with high level of energy and proven experience in grants making within a human services and/or faith-based organization in a diverse community is a plus.

Knowledge of –

- Grant components and requirements
- Complex program budgets
- Internet research
- Elements of programs design/management and evaluation standards
- Practices, procedures, and terminology for grant writing
- Community needs for a variety of populations and related social services

Ability To –

- Demonstrate meticulous attention to detail
- Meet multiple competing deadlines and set priorities in a fast-paced environment
- Perform effective online research that includes topical databases and metrics
- Develop and prepare detailed program budgets
- Efficiently organize complex information
- Concisely integrate and present information

PERKS: We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.

Status: Full-Time