

**Position Title:** Grant Coordinator

**Pay Range:** \$38,000 – \$42,000

**Supervised by:** Finance Director

**Supervision Exercised:** None

**Work Schedule:** Full-Time / Part-Time

**Environment:** Hybrid (Temporary)

**Location:** High Point, NC

Open Door Ministries of High Point, Inc. is a nonprofit organization committed to preventing and ending hunger and homelessness through advocacy, education, housing, and coordination of services. Our organization coordinates several programs, which include a Men's Emergency Shelter, Veteran's Transitional Housing, Permanent Supportive Housing, Emergency Financial Assistance, Food Pantry, Mobile Meals, and Soup Kitchen. Open Door Ministries believes that challenges faced are not always known and never look the same. Our wholistic and collaborative programs help to provide support adapted to those who come for our services.

**What we are looking for:**

Open Door Ministries is looking for a talented **Grant Coordinator** to help expand the reach and depth of current programs. We are seeking an individual with a creative and detail-orientated mind to help locate new grants on federal and local levels to support our organization. A successful candidate will be both independently driven but also valuing the opportunity through close collaboration with team members.

**What you will do:**

The **Grant Coordinator** focuses on all aspects of the grant process, from beginning to end. Together with Department Heads and Admin, the Coordinator will assist with identifying the needs and available funding to address them. The Coordinator then collaborates with Open Door staff to ensure all requirements are accurately maintained and reported in a timely manner.

The Coordinator will act as the primary contact for all current and future agencies to ensure a positive relationship with grant funders. An ability to multi-task, keeping informed on the needs and reports of all programs at Open Door Ministries is crucial.

*Tasks include:*

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Research grant opportunities from government and nongovernment agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Respond to internal and external queries on drafted and submitted proposals.

- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Research, write, compile, and manage the timeline of all grants to ensure accurate and efficient collection and timely submission.
- Work with all departments to collect and synthesize data. Ensure adequate internal controls and that all grants reporting of data is accurate.
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
- Ensure compliance with IRS regulations and requirements for grants.
- Perform other duties as needed.

**What a successful candidate will need:**

*Knowledge and skills:*

- Demonstrated ability to conceptualize, initiate, and implement tasks.
- Ability to work independently and collaboratively.
- Excellent written and oral communication skills.
- Ability to work collaboratively and independently.
- Comfortable with data management.
- Ability to write for various audiences including foundations, corporations, and broader general constituencies.
- Working knowledge of Microsoft Office Software.

*Education and Experience:*

- Bachelor's Degree or equivalent experience
- Two to three years relevant experience (homelessness, human services, non-profit, accounting, etc.)
- Graduate degree a plus

**How to Apply:**

Submit resume and cover letter here.

*Open Door Ministries of High Point, Inc. is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business needs. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.*