

## **GRANT COORDINATOR POSITION DESCRIPTION**

**Position Title:** Grant Coordinator

**Primary Reporting Responsibility:** Director of Development

**Status:** Full-time or part-time

**About Buffalo Center for Arts and Technology:** BCAT's mission is to inspire, motivate and prepare youth and adults for educational and career advancement. This is realized through two, high quality and tuition-free programs under one roof: the Youth Arts Program and the Adult Workforce Program. These programs provide adults and youth with support needed to break the cycle of generational poverty by keeping youth in school through high school graduation and by retraining un/underemployed adults for careers in the health field. The organization's philosophy and evidence-based practices are deeply rooted in developing trusting relationships, demonstrating respect to all, and providing a creative, encouraging environment.

**Summary of Position:** Reporting to the Director of Development, the Grant Coordinator will work in partnership with BCAT leadership to oversee grant-related fundraising and stewardship activity for private foundations, government entities and corporate funders, in support of institutional priorities. The position will coordinate identifying funds for operational and programmatic priorities, as well as stewarding and expanding BCAT's grant portfolio.

### **Essential Functions:**

- Coordinate the identification, cultivation and solicitation of foundation, government and corporate support for BCAT programs and operations. Plan and manage solicitation strategies.
- Work with BCAT leadership on the implementation of comprehensive funding strategies for program and operational support. Research prospective foundation and corporations to broaden BCAT's outreach and ultimately increase BCAT's funding.
- Act as BCAT's primary grant manager, generating well-researched, well-written and well-documented grant and fundraising proposals and supporting documents in response to RFPs.
- Work in partnership with BCAT leadership and program staff to identify and articulate fundable programmatic initiatives and match them with external funding opportunities.
- Track grant cultivation activities through calendars, database records and files.
- Support BCAT leadership to maintain business relationships with corporate and foundation giving officers. Ensure timely of recognition/acknowledgement of funding; and the timely submission of reports and solicitations for foundation/government/corporate donors and contacts, externally and internally.
- As a member of the development team, contribute to the achievement of BCAT's strategic and annual operating plans.
- Participate in all development-related activities as needed, such as special events, board meetings, database management and external communications.
- Other duties as assigned.

### **Education, Experience & Skills Required:**

- 3+ years non-profit fundraising experience
- Proven track record of securing foundation and corporate grants of \$10,000 or more
- Exceptional oral and written communication skills
- Superior organizational skills and attention to detail
- A self-motivated, flexible, and energetic team player
- Calm under pressure, will help out with basic tasks, can deal with ambiguity, and knows the value of a good sense of humor
- Deep appreciation of the mission and constituency that BCAT serves
- Demonstrated proficiency in Microsoft Office, Adobe Pro and CRM software to effectively manage a grant portfolio

### **Physical Demands:**

- Sitting for long periods of time at a work desk/computer on a daily basis
- Flexibility to work a varied schedule