



BCAT seeks Grants Coordinator

Buffalo Center for Arts and Technology (BCAT) is seeking a part-time Grants Coordinator. This position plays a critical role in securing and managing the funding necessary to drive our mission forward. This position blends strategic research, collaborative proposal development, detailed grant administration, and financial stewardship. The Grants Coordinator will work closely with program staff, finance, and leadership teams to ensure that grant projects are well-supported, compliant, and aligned with organizational priorities. This role requires a balance of strategic thinking, strong writing, careful management, and a commitment to organizational excellence.

Salary: \$24 - \$26 per hour, 20-25 hours per week

Key Responsibilities:

Grant Research and Development

The Grants Coordinator will lead efforts to identify and research funding opportunities that align with BCAT's mission and programmatic goals. This includes developing a deep understanding of grantor requirements, eligibility criteria, and funding priorities. By analyzing funding trends and identifying new potential sources, the Coordinator supports the organization's long-term sustainability and growth.

Proposal Development and Management

Working collaboratively with program staff, the Grants Coordinator will gather the necessary data, program information, and success stories to craft strong, compelling grant proposals. They will manage all aspects of the grant application process, from tracking submission deadlines to ensuring timely and complete submissions. Maintaining accurate records and documentation throughout the grant lifecycle is an essential part of this work.

Grant Administration and Reporting

The Grants Coordinator will oversee the day-to-day administration of grant-funded projects, ensuring that projects remain compliant with funder expectations. Responsibilities include budget tracking, purchasing grant-funded supplies and equipment, and preparing and submitting reports to funding agencies. Maintaining thorough and organized records of all grant activities and financial transactions is critical to successful stewardship and audit readiness.

Compliance and Budget Management

This role demands a high level of attention to detail and financial integrity. The Grants Coordinator will ensure that all grants are administered in full compliance with their terms and conditions. They will manage grant budgets, track expenditures, and work closely with the Finance Department to reconcile records and ensure appropriate use of funds.

Skills and Qualifications:

- Bachelor's degree in English, Communications, Nonprofit Management, Public Administration, Business Administration, or a related field; or an equivalent combination of education and direct grant-writing or fundraising experience.
- Excellent organizational and time management skills.
- Strong writing, editing, and communication skills, with an ability to synthesize complex information into clear and persuasive narratives.
- Ability to work both independently and collaboratively across departments
- Knowledge of grant writing principles, best practices, and funding agency regulations.
- Experience with grant management software and systems.
- Strong analytical thinking and problem-solving abilities.
- Proficiency with Microsoft Office Suite, Google Drive, and project management tools.
- Demonstrated ability to manage multiple tasks and deadlines with precision and efficiency.
- Strong attention to detail and commitment to quality.

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia\[@\]bufcat.org](mailto:cpuccia[@]bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Additional Information:

This job description is intended as a general outline of responsibilities and expectations for the Grants Coordinator position. At BCAT, we recognize that organizational needs evolve, and job responsibilities may shift over time. Staff members are encouraged to discuss any questions regarding their job description or duties with their Supervisor.