



Job Title:	Grant Administrator	Position Duration:	Permanent
Total Payment:	Up to \$20,800 annually	Time Commitment:	Part-time/ 20 hours weekly

Job Description:

Purpose

Out for Justice, Inc. is searching for a Grants Administrator to manage the development of our organization’s grant proposals, grant tracking system, and grant reporting. The Grants Administrator will work with the Executive Director, Chief of Operations, core staff members, and community partners to identify and pursue promising funding opportunities. The ideal candidate for this position is a detail-oriented self-starter with experience in budgeting, grant writing, grant management, and collaborating with funders.

Primary Responsibilities and Duties

The Grants Administrator performs a wide range of duties, including the following:

- Researching and identifying promising sources of funding
- Determining organizational messaging and data needed to create a compelling grant proposal
- Managing the workflow of applying for grants including, but not limited to, delegating tasks to appropriate staff members to retrieve programmatic data, reviewing all application materials for quality and accuracy, creating a tracking protocol for grant applications and awards, managing the grants folder, etc
- Developing and implementing procedures to monitor and report on organization adherence to donor and legal requirements, grant-related outcomes, and grant-related transactions for financial or other issues requiring attention to assure successful receipt and utilization of grants
- Taking an active role in the development of the fiscal year sponsored annual operating budget for submission to the Board of Directors
- Serving as the primary contact for organizational funders and maintaining a positive professional relationship with each funder
- Leading the fundraising committee of members and volunteers to assist Out for Justice in meeting fundraising goals quarterly
- Attending weekly meetings including, but not limited to, a one hour committee meeting and a one hour core team meeting
- Attending all mandated training and professional development opportunities related to grant management and funding
- Following organizational policies and procedures as outlined in the employee handbook and employee policy/procedure folder, while fulfilling duties as described in the job description
- Fulfilling all other duties as assigned

Position Requirements

- Bachelor's degree in a relevant field and one to two (1-2) years of administrative/budgeting experience
- Thorough knowledge and understanding of grant application and management principles
- A valid driver's license and the ability to operate a vehicle
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized and able to follow and implement process
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word, Google Suites, and operating grant management databases
- Must have flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

Ideal Candidates

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity through legal system reform and helping people who have served time in jail or prison
- Detail-oriented, organized, and adaptable, with the ability to manage multiple priorities simultaneously
- Proactive, self-starter who uses good judgment when engaging with others in professional settings
- Comfortable using technology to connect with others and excels in an autonomous environment
- Basic understanding of challenges facing individuals and families impacted by poverty and the criminal legal system

To Apply

Please apply via the online job application here: <https://forms.gle/dnh4BrHazGZNFxAj7>.

Please DO NOT email or call getinfo@out4justice.org about the status of your application.

Out for Justice seeks to fill this position by the end of November 2022.

