



Children's Place
ASSOCIATION

Job Posting

November 9, 2018

Grants Coordinator Development

The Grants Coordinator's primary responsibility is grant fundraising in the public, private and corporate arenas. Additional responsibilities for this position include supporting other department staff in the creation of written materials (web, public relations and donor acknowledgement) for the agency. The Grants Coordinator must be able to think strategically around the presentation of funding requests and messaging for fundraising campaigns while simultaneously managing the administrative aspects of the role.

Qualifications:

- Bachelor's degree in Journalism, Communications, English or related field required.
- Minimum of 3 years of professional development experience required, including solid knowledge of the grant writing and grant management process.
- Must have excellent written and verbal communication skills, including a persuasive writing style.
- Must be able to understand complex programmatic concepts and translate them to paper.
- Ability to multi-task and function in a high-paced environment, positive "can do" attitude, ability to think creatively and strong organizational skills required.
- Knowledge of Raiser's Edge software package preferred.

To apply, please e-mail a letter of interest and resume to:

Monica Lanum
Chief Human Resources Officer
resumes@childrens-place.org

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