



JOB POSTING

Grants Administration and Data Specialist

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational and economic standing.

Position Summary

This position evenly splits time between student data collection/entry for the Education Department into the Efforts to Outcomes (ETO) database and grants management activities for the Grants Administrator.

Primary Responsibilities

Education Department: Collects and enters student data into ETO (Efforts to Outcomes) database system for education programs. Maintains student data on a consistent basis. Assist in development of the ETO system as it expands.

Grants Administration: Assists with post-award grants management activities, including grant reimbursements, contract compliance, data collection, reporting, and contract file maintenance.

Essential Job Functions

Education Department

- Assists with collection of student data and maintaining information for grant/funding reports.
- Maintains records and proper tracking of documents.
- Develops efficient procedures for collection of student data across education programs.
- Assists with creating training tools/manuals as needed.
- Works closely with the Education Programs Assistant to ensure timely receipt of data and that all deadlines are met.
- Assists in reporting to education department team, as well as Director of Education, Deputy Executive Director and the board as needed.

Grants Administration

- Prepares invoices, processes grant reimbursement requests, and maintains supporting documentation.
- Collects program data and prepares reports.
- Maintains an up-to-date calendar of post-award activities for grants and contracts.
- Prepares work plans and timelines to ensure timely submission of reports, reimbursement requests, and other contract-related documents.

- Maintains contract files.

Other Duties and Responsibilities

Education Department

- Purchases supplies as needed.
- Travels between sites (locally).
- Performs other duties as assigned.

Grants Administration

- Reviews reports for completeness and accuracy.
- Maintains a positive working relationship with FC staff and funders.
- May assist with grant proposal preparation and submission.
- Performs other duties as assigned.

Key Skills and Qualities

- High level of organizational skills, attention to detail, and ability to meet deadlines.
- Excellent writing and verbal communication skills.
- Strong commitment to confidentiality.

Minimum Qualifications

- Minimum of Associates degree.
- Experience in the administration, development, coordination, and/or monitoring of grants and contracts.
- At least one year experience with databases, data collection, and reporting.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Knowledge of nonprofit, you, or education-related organizations.

Physical Demands/Work Environment

Requires sitting, standing, keyboarding, lifting (under 10 lbs), filing, twisting, bending, driving.

Other

- This is a non-exempt (hourly) position.
- Starting pay is \$15 - \$16 per hour, depending on experience.

To Apply

Applicants should send cover letter, resume and references to david.nobles@foundcom.org.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.